

# Sample Memo or Email to Announce Direct Benefit Program

TO: All Employees  
FROM: High-level Official at COMPANY ABC  
SUBJECT: Commuter Benefits Open Enrollment

Do you want to s-t-r-e-t-c-h your dollars? Are you tired of traffic delays and tie-ups on your commute to work? Would you like to ease your commute and make it less stressful? Well, COMPANY ABC would like to help you.

To help save money on commuting costs and provide a stress-free way for employees to arrive to work on time, COMPANY ABC is implementing a tax-free transportation benefit program. With this benefit, all employees who commute from home to work on public transportation and vanpools will **receive fare media of which up to \$115 per month will be tax free.**

## **For employees receiving fare media commuter benefit.**

The exact fare media, ticket, or pass that the employee chose during open enrollment is delivered to the employee's office or home. The employee can immediately use the fare media as he or she normally would during their commute.

## **For employees receiving SmarTrip commuter benefit.**

Employees may load their monthly fare value on to their SmarTrip. To up load their fare value, employees tap their SmarTrip cards on the Fares and Passes machines located in all Metrorail stations. Employees are prompted to choose option B and their fare value is automatically uploaded onto their card.

## **For employees receiving paper Metrocheks, they can be used in three ways.**

- First, Metrocheks can be used as fare cards on Metrorail.
- The second way to use Metrocheks is to exchange unused Metrocheks for fares, passes, or tokens on all the other transit providers in the region (Metrorail, Metrobus, MARC, VRE, and local and commuter buses). For example employees can use Metrochek to purchase a VRE train ticket or a Ride-On bus pass.
- The third way in which Metrocheks can be used is for payment on a vanpool. Each vanpool is operated slightly differently, but the employee gives the vanpool operator the Metrocheks and pays cash for any difference in fare (most vanpools cost \$80 - \$125 a month).

Representatives from Arlington Transportation Partners will be on site specific date from \_\_\_\_\_ – \_\_\_\_\_ P.M. for an employee orientation on commuter benefits and to answer any questions you might have. Please plan to attend.

To enroll in the commuter benefits program, contact COMPANY ABC's staff person by specific date. The transportation benefit will begin on specific date.

