

# LLOYD TRIMET ANNUAL PASS FORM

PURPOSE: FY 12 – New Enrollment and Annual Recertification – TYPE RESPONSES ON THIS DOCUMENT, EXCEPT WHERE SIGNATURES REQUIRED.

The Lloyd Timet Annual Pass is authorized under Title 26 U.S.C. § 132: U.S. Code – Section 132: Certain fringe benefits, Executive Order 13150 and Department of Transportation Transit Benefit Program Partnership Agreement. . (NOTE: ALL Transportation Subsidy Program Participants MUST maintain a Transit Benefit Integrity Awareness Training Certificate of Completion for their records. **ALL TRAINING** occurring from August 1, 2012 – November 1, 2012 will meet the FY 13 Recertification requirement.)

- New Enrollment

- Annual Recertification

**Employee Certification:**

I \_\_\_\_\_ certify that:  
First name, middle initial, last name, last four digits of your social

1. I am employed by the U.S. Department of the Interior (DOI).
2. I am not the holder of any other form of workplace motor vehicle parking permit, nor am I receiving transportation benefits from another Federal organization. The phrase “named on a federally subsidized workplace permit,” is defined as an individual who drives a privately owned or leased vehicle and who parks in a federally subsidized parking area. Any government-provided, owned, or leased parking area is considered federally subsidized.
3. I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work by public transit or vanpool, and will not give, sell, or transfer it to anyone else.
4. I acknowledge that it is my responsibility to return the Lloyd Trimet Annual Pass to my bureau/office Transportation Subsidy Coordinator/Regional Point of Contact upon separation of employment or if it is no longer needed for daily commuting.
5. I understand that making false, fictitious, or fraudulent certification may render me subject to criminal prosecution under Title 18, United States Code, Section 1001, and/or adverse action, including removal from the Federal service.

I further acknowledge that it is my responsibility to pay for any fees required to replace lost or stolen passes, or to process name change requests, and accept, by signing this form, all the terms and conditions Lloyd Trimet Annual Pass has established for this program.

**Program Notices:**

- Based upon a complete **Annual Pass Form** receipt date, not initial request date, and Department of Transportation fare media distribution schedule, Lloyd Trimet Annual Passes are issued. You will be notified via email when your pass has arrived.
- This form is for new enrollment (first-time) and recertification Lloyd Trimet Annual Pass requests only. All other requests (i.e. lost passes, name changes) must be submitted through Lloyd Trimet Annual Pass Customer Service. Please see your Transportation Program Coordinator, if you have any questions.
- Program participants are subject to comply with 26CFR1.132-9 for reporting taxable income.

TSP Participant Printed Name	TSP Participant Signature	Date Signed (mm/dd/yyyy)
Participant Duty Station	Participant Work Email Address	Participant Work Telephone number
Supervisor Printed Name	Supervisor Signature	Date Signed (mm/dd/yyyy)

What is your Bureau/Office Code and Name? \_\_\_\_\_

What is your Agency Payroll Cost Structure Account Number or IAA No.? \_\_\_\_\_

PARKING FEES ARE NOT ALLOWED AND CANNOT BE INCLUDED WHEN COMPUTING MONTHLY TRANSIT COSTS. PLEASE INDICATE EACH LEG OF YOUR COMMUTE AND CORRESPONDING MODE OF TRANSPORTATION ALSO FACTOR IN DISCOUNTS (I.E. REDUCED FARE FOR BUS TO RAIL TRANSFERS, SENIOR/DISABILITY, ETC)

Mode of Transportation	Name of Company	Cost of one way leg or weekly/monthly pass	From (Station/ Start Point)	To (Station/ End Point)	Total Cost for Mode

Your Monthly Grand Total Public Transportation Commuting Costs: \_\_\_\_\_

Upon completion of this form, please submit in person/fax along with required documents i.e., **Transit Benefit Integrity Awareness Training Certificate** to your Department of the Interior Bureau/Office Transportation Subsidy Program Coordinator.