

PROCEDURES FOR ENROLLING IN THE PRE-TAX TRANSPORTATION
BENEFIT PILOT (PTBP) PROGRAM
FOR A
RENEWAL - SENIOR ANNUAL BUS PASS
(must be at least 65 years of age)

1. Contact the Department of Human Resources Development (DHRD), Employee Assistance Office, at 587-1074 to inform staff of your interest in enrolling in the Pre-Tax Bus Pass Pilot Program for a renewal Senior Annual Bus Pass at least 3 months prior to the expiration date of your current Pass.
2. Complete a State of Hawai'i Employee Pre-Tax Bus Pass Pilot Program Enrollment Form for Senior Annual Bus Passes. This form may be obtained from:
 - your Departmental PTBP Coordinator; or
 - the Department of Human Resources Development website at:
<http://dhrd.hawaii.gov/state-employees/employee-benefits/tax-savings-plan-benefits/>
3. Submit your completed State of Hawai'i Employee Pre-Tax Bus Pass Pilot Program Enrollment Form for Senior Annual Bus Passes to your Departmental PTBP Coordinator who will then keep the original for your personnel file and fax a copy to DHRD.
4. DHRD will enter your enrollment in the PTBP Program for a Senior Annual Bus Pass.
5. Your one-time \$30 deduction for the Annual Senior Bus Pass or a \$60 deduction for the 2-Year Senior Bus Pass will take place on the second pay date of the following month.
6. \$30 Bonus Check(s) from TheBus will be delivered to your Departmental PTBP Coordinator for you the same month that your payroll deduction is made. You may then obtain your Bonus Check(s) from your Departmental PTBP Coordinator.
7. Complete the RENEWAL SENIOR PASS APPLICATION that you received in the mail from TheBus. You can expect to receive a letter and this renewal application form during the month prior to expiration of your Annual Senior Bus Pass.
8. You may do one of the following:
 - Complete your RENEWAL SENIOR PASS APPLICATION through TheBus Pass By Mail Program. Send the application and your Bonus Check(s) to TheBus Customer Service Department. TheBus will process your application and mail you a renewal sticker to affix to your Senior Annual Bus Pass card;
 - Take your Bonus Check(s) to any Satellite City Hall to renew your pass; or
 - Take your Bonus Check(s) to Bus Pass Office at:

Kalihi Transit Center
Corner of Middle Street & Kamehameha Highway
Ph: 848-4444
Hours: Monday thru Friday; 7:45am to 3:30pm, closed weekends and holidays.