

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

1. Contact your Department Coordinator regarding your interest in enrolling in the Pre-Tax Transportation Benefit Pilot Program for a Senior Annual Bus Pass.
2. Your Department Coordinator will confirm your eligibility for the Senior Annual Bus Pass by verifying your age (you must be at least 65 years of age).
3. Complete a State of Hawai'i Pre-Tax Transportation Benefit Pilot Program Enrollment Form for Senior Annual Bus Pass. This form may be obtained from:
 - your Department Coordinator; or
 - the Department of Human Resources Development website at:
<http://dhrd.hawaii.gov/state-employees/employee-benefits/tax-savings-plan-benefits/>
4. Submit your completed State of Hawai'i Pre-Tax Transportation Benefit Pilot Program Enrollment Form for Senior Annual Bus Pass to your Department Coordinator.
5. Your Department Coordinator will process your enrollment in the PTBP Program for a Senior Annual Bus Pass.
6. Your one-time deduction for the Senior Annual Bus Pass will take place on the second pay date of the following month.
7. Bonus Check(s) from TheBus will be delivered to your Department Coordinator for you the same month that your payroll deduction is made. You may then obtain your Bonus Check(s) from your Department Coordinator.
8. Gather the following:
 - verification of your age (drivers license, Hawai'i State Identification Card, birth certificate, passport) and
 - your Bonus Check(s) for TheBus.
9. To apply for your Senior Annual Bus Pass, take all of the above items to the 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.

(Note: You must go to the above location to obtain your Senior Bus Pass.)