

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 your Department Coordinator regarding 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 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/>
3. Submit your completed State of Hawai'i Employee Pre-Tax Bus Pass Pilot Program Enrollment Form for Senior Annual Bus Pass to your Department Coordinator.
4. Your Department Coordinator will enter your enrollment in the PTBP Program for a Senior Annual Bus Pass.
5. Your one-time deduction for the Senior Annual Bus Pass will take place on the second pay date of the following month.
6. 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.
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 Senior Annual 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.