

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

1. Contact the Department of Human Resources Development (DHRD), Training / Employee Assistance Office, at 587-1169 to inform staff of your interest in enrolling in the Pre-Tax Bus Pass Pilot Program for a Senior Annual Bus Pass.
2. DHRD will confirm your eligibility for the Senior Annual Bus Pass by verifying your age (you must be at least 65 years of age) with your employing department Personnel Office.
3. You must obtain and complete the form 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:
www.hawaii.gov/hrd
4. 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.
5. DHRD will enter your enrollment in the PTBP Program for a Senior Annual Bus Pass.
6. 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 payday of the following month.
7. A \$30 or \$60 Bonus Check 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 from your Departmental PTBP Coordinator.
8. Complete a Senior Citizen Bus Pass Application which may be obtained from:
 - your Departmental PTBP Coordinator; or
 - the Department of Human Resources Development website at:
www.hawaii.gov/hrd
9. Gather the following:
 - your completed Senior Citizen Bus Pass Application;
 - verification of your age (drivers license, Hawai'i State Identification Card, birth certificate, passport);
 - your \$30 or \$60 Bonus Check for TheBus
10. To apply for your Senior Annual Bus Pass, take all of the above items to the TheBus Pass Office at:

811 Middle Street (Kalihi Transit Center)
Honolulu, Hi
Ph: 848-4500
(**note:** You must go to the above location to apply. Other locations do not accept Bonus Checks.)