

It's Easy Being Green



Employee Transportation Program

Bike and Walk Incentive Program Registration Form

King County employees who bike or walk to work are invited to participate in a transportation program rewarding employees who bicycle or walk to work. Please complete the form below. This form has information on program eligibility and lists your responsibilities as a participant.

Please fill out **(type)** this form completely, print form, sign and return it via inter-office mail to:

KCETP
YES-TR-0600

First Name	Last Name	MI

Email Address	PeopleSoft Number or Last 4 digits of SS #

Phone	Inter-Office Mailstop

Mailing Address	City	State	Zip Code

Supervisor's Name	Supervisor's Phone Number

Upon receiving this **Registration Form**, you will be sent a **Claim Form** to track your commute. At the end of each quarter, please email your Claim Form back to:

Employee Transportation Program or emtrans@metrokc.gov

While participating in the program, please keep this information current. If information contained on this form changes, please be sure to mark the changes on your Claim Form.

Bike and Walk Incentive Program Standards

Program Eligibility:

- You must bike or walk at least 51% of the days you travel to work **and** 51% of the miles you travel to work per month. **Example:** If you bike or walk 2 miles to a Park & Ride, then ride the bus for 10 miles to work, you **do not** qualify that day.
- If you travel to your primary worksite less than 15 days in any given month, you must bike or walk a minimum of 8 days that month to claim your incentive.
- When you are filling out your Claim Form, only record actual workdays that you travel to your primary worksite.
- Bicyclists must use non-motorized bikes.
- If you work at multiple locations, you may register for the program at only one worksite.

Incentive Use and Conditions:

- An incentive with a value of \$20/month will be mailed to you after the end of each quarter.
- You must submit your completed Claim Form quarterly, within 15 days after the end of each quarter following your commute (i.e. April 15 for first quarter, January, February, and March commute). If you fail to submit your Claim Form by that time, you could forfeit your right to receive incentives for that quarter.
- Incentives are taxable income. You will be taxed quarterly on incentives you receive.
- Lost incentives cannot be replaced.

I have read and understand the Bike and Walk Incentive Program Standards.

I understand that knowingly providing misleading or incorrect information is fraud and the Employee Transportation Program is authorized to notify my supervisor if such fraud is detected.

Employee
Signature _____

Date _____