

EMPLOYEES

UW Bothell – UPASS ORDER FORM

Quarter: _____ Year: _____

Shaded area to be completed by Cashier Office

Parking Permit No.: _____

U-PASS Activated?: _____

Entered in D/B: _____

With this form, faculty, staff, and temporary employees may select UPASS transportation options. Permanent faculty and staff, staff with fixed duration appointments (6 month minimum) and faculty with two plus consecutive quarterly appointments may authorize UWB to initiate payroll deduction so that the cost of the permit(s) is spread over the permit valid period.

Personnel Eligible to Purchase the Upass:

- Affiliate faculty, confirmed by UW Academic Personnel, Permanent Faculty and Staff
- UWB temporary/hourly employees working at least three days per week can purchase a quarterly upass. (Eligibility form required.)

Employee Data: I certify the information provided below is correct.

UW Employee ID (<i>NOT</i> Social Security #) _____ Email Address _____	<input type="checkbox"/> Permanent Faculty <input type="checkbox"/> Permanent Staff <input type="checkbox"/> Fixed Duration Staff <input type="checkbox"/> Temporary Faculty <input type="checkbox"/> Temporary hourly
First Name () _____ M.I. 3585 _____ Last Name _____	
Office Phone _____ Campus Box # _____ Department _____ Campus Bldg & Room # _____	
Home address _____ City _____ State _____ Zip _____	

The UPASS Terms of Use are available at: <http://www.washington.edu/u-pass/>

<input type="checkbox"/> Annual UPASS (only available to permanent employees)
Payroll Deduction \$17.00 per paycheck Effective September 1st, 2018 \$18.33 per paycheck (\$440 Annually)

UPASS Terms of Use Agreement Required
The UPASS Terms of Use Signature Page is located on the backside of this form

<input type="checkbox"/> Quarterly UPASS
Payroll Deduction \$17.00 per paycheck Effective September 1st, 2018 \$18.33 per paycheck (\$110 Quarterly)

<input type="checkbox"/> Quarterly UPASS
\$110 Cash, Check, or Husky Card

--

--

Payment Options:

Conditions (read carefully/sign below):

<input type="checkbox"/> I authorize UWB to continue payroll deduction	If my U-PASS is lost or stolen, I will report it immediately to UW Bothell Cashiers Office. A replacement fee will be assessed. I am the only person authorized to use my U-PASS.
<input type="checkbox"/> I authorize UWB to start a payroll deduction (payroll deduction not available to hourly employees)	Use by another person may constitute fraud and could be cause for serious disciplinary action. The U-PASS is the property of the University of Washington and is not transferable. I will return my U-PASS if I leave employment at UW Bothell.
<input type="checkbox"/> Cash, Check, Credit Card or Husky Card	I understand if I retain an unexpired Upass I am financially responsible for it even if I do not use it.

Employee signature _____

Date _____

UPASS Terms of Use Signature Page

To purchase or renew your UPASS, you must first read and agree to the UPASS Terms of Use.

The terms of use are available at: <http://www.washington.edu/u-pass/> or at the UWB Cashier office.

I have read and agree to the U-PASS Terms of Use.

Signature: _____

Print Name: _____

Date: _____