

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 a pre-tax 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 (NOT Social Security #) _____		Email Address _____		<input type="checkbox"/> Permanent Faculty	<input type="checkbox"/> Permanent Staff
First Name _____		M.I. _____	Last Name _____		<input type="checkbox"/> Fixed Duration Staff
() _____		3585 _____		<input type="checkbox"/> Temporary Faculty	<input type="checkbox"/> Temporary hourly
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)
Pre-tax Payroll Deduction \$17.00 per paycheck, equates to \$408.00 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
Pre-tax Payroll Deduction \$17.00 per paycheck, equates to \$102.00 quarterly

<input type="checkbox"/> Quarterly UPASS
\$102 Cash, Check or Husky Card

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Payment Options:

- I authorize UWB to **continue** payroll deduction
- I authorize UWB to **start** a payroll deduction (**payroll deduction not available to hourly employees**)
- Cash, Check, Credit Card or Husky Card

Conditions (read carefully/sign below):

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.

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.

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: _____