

Permanent faculty/staff paying by payroll deduction can use the e-sign form at <https://esign.wvu.edu/admcs/process/forms/HR/Xpass.aspx>

Mail completed form to **Sustainable Transportation MS-9197**
DO NOT MAIL PAYMENT WITH THIS FORM

Your pass will be delivered via campus mail. To make arrangements to pick up pass in person call 650-7960 or email transportation@wvu.edu. The Sustainable Transportation office is in Viking Commons 25 and is open by appointment .

Last Name:	First Name:
Western ID:	Department:
Campus Phone:	Campus Mailstop:

Choose a pass: (check one option only)

- Academic year, \$58 (Fall, Winter and Spring quarters)
Available starting in September
- Fall quarter, \$23 Available starting in September
- Winter quarter, \$23 Available starting in December
- Spring quarter, \$23 Available starting in March
- Summer quarter, \$40 Available starting in June

Choose a payment method:

- Payroll deduction (permanent WWU employees only)

If you select University Cashier or online payment, **do not pay** until we have notified you by phone or email that you have been charged.
 Your pass will be mailed after payment is received.

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- University cashier (cash, check or debit)
- Online (electronic check or credit*)

*MC/Discover/American Express, 2.75% convenience fee

Terms:

- *Viking Xpress passes are non-refundable*
- *Viking Xpress passes are available only to WWU faculty & staff, and Sodexo employees.*
- *Viking Xpress pass is to be used only by the purchaser*

Payroll deduction:

- *This deduction will be taken on a pre-tax basis*
- *This is a one-time deduction; the full amount will be deducted at the next payroll.*

Employee Signature

For Office Use
Date:
Quarter/Year of enrollment:
Entered By:
VXP #:
Notes:

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