Passport Photo Payment Slip

Name: ___________________________ Western ID #: W __________

Customer will receive the number of identical photos indicated below which meet passport specifications.

☐ Two photos (Cost: $8.00)

Quantity of Photos:  ☐ Four photos (Cost: $16.00)
☐ Six photos (Cost: $24.00)

$8.00 Passport Photo Fee Per set of two photos: (Select payment type)

☐ I authorize a charge of the indicated amount above to my Western Account.
(Detail Code: HDPP)
☐ In-Person: Pay at Old Main Cashier (Detail Code: PASSPORT)
☐ Pay Online

_________________________________________   ____________
Signature                                      Date

For Office Use:

Staff: _____
☐ W#   -  ☐ Form of Payment
☐ Signature & Date

Instructions:

1. Print out slip.
2. Fill in name and Western ID#.
3. Select the quantity of photos desired.
4. Check the “In-Person” payment checkbox, or “Prepay Online”.
5. Cut on the dotted line.

If you selected “In-Person”:

6. Bring top portion to the Student Business Office in Old Main 110, present slip to cashier, pay indicated fee. Ensure you keep your receipt as record of payment.

If you selected “Pay Online”:

6. Visit bit.do/wco and follow the instructions to complete your transaction.

7. Bring slip to the Western Card Office: Edens Hall ground floor, entrance closest to Old Main.

Student Business Office Hours: 9:00am-4:00pm
Monday-Friday