Replacement of Western Card

Name: ___________________________ Western ID #: W____________

Card was: □ Lost □ Stolen □ Damaged □ Other: ________________________________

Would you like a new picture? (Select one) □ Yes □ No

Please Note: Your previous card will be deactivated and considered invalid.

$8.00 Western Card Replacement Fee: (Select one)

[PAY LATER] □ Western Account: I authorize an $8.00 charge to my Western account

[PAY NOW before card is issued] □ Online: use personal device or lobby kiosk □ In Person: at the SBO in Old Main

For Office Use:

Old Seq: _____ New Seq: ______

Staff: _______

□ W# □ Dining □ Emeritus

□ Form of Payment

Receipt #: _______________________

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Signature ___________________________ Date ________

Instructions:

1. Print out slip on 8.5 x 11 paper.
2. Fill in name and Western ID#.
3. Select whether the card was Lost/Stolen/Damaged/Other
4. Select Pay Now: In Person and sign and date the Replacement Slip.
5. Cut on the dotted line.
6. Bring top portion to the Student Business Office in Old Main 110, present slip to cashier, pay $8.00 fee.
7. Take slip and payment receipt to the Western Card Office: Edens Hall ground floor, entrance closest to Old Main.