

Vanpool Enrollment and Cancellation Form

Return this form to Phillip Kee, Rideshare Coordinator, at phillip.kee@ucsf.edu

STEP 1. Contact Information (Please Print Clearly)

Last Name

First Name

Middle Initial

UCSF Employee I.D. Number

Department

Campus Mail Box

Daytime Phone Number

E-mail Address

STEP 2. Select relevant action(s)

Enroll me in a vanpool:

Vanpool Name _____; Vanpool No. _____

Cancel my participation in a vanpool:

Vanpool Name _____; Vanpool No. _____

STEP 3. Enter Payroll Deduction Amount (monthly vanpool fare)

I authorize the monthly deduction of \$ _____ from my earnings (first \$255 will be deducted on a pretax basis), as of _____ (enter date).

Select One: I am paid monthly OR I am paid bi-weekly

STEP 4. Review Vanpool Policies

Please review all vanpool program policies available here, before signing below:

http://campusliveservices.ucsf.edu/upload/transportation/files/Vanpool_Policies_Current.pdf

STEP 5. Sign and Date (Required)

By signing this form I agree that I have read the vanpool policies and fully understand my obligation to follow these policies:

Signature

Date