



## EDPASS/ORCA BUS CARD DEDUCTION FORM

I am requesting a one-time deduction of \$45.00 each quarter, beginning Quarter/Year \_\_\_\_\_ for EdPass/Orca bus riding privileges. This will be an ongoing deduction every quarter.

To cancel the deduction, the employee must notify the payroll office in writing. This notification must be made prior to the start of the quarter in order to cancel the deduction.

Legal Name:

ctcLink ID:

College Phone Number:

College Mail Stop:

Email:

Department:

**Signature:**

**Date:**

Please use your employee email to submit the completed form to [payroll@edmonds.edu](mailto:payroll@edmonds.edu) and include [edpass@edmonds.edu](mailto:edpass@edmonds.edu) in the carbon copy (CC) field.

If you have any questions or require assistance, please email us at [edpass@edmonds.edu](mailto:edpass@edmonds.edu) or submit a ticket at [itsupport.edmonds.edu](https://itsupport.edmonds.edu).