



EXTRA HELP EMPLOYEES PROX CARD FORM

ONECARD ID SERVICES

P: (815) 753-9569

Northern Illinois University

NIU EMPLOYEE INFORMATION: (PLEASE PRINT)

NAME (LAST, FIRST MIDDLE)

8-DIGIT NIU ID

STREET (PERMANENT ADDRESS)

CITY

STATE

ZIP

PERMANENT PHONE NUMBER

DEPARTMENT



Employee Signature _____ **Date** _____

The form must also be emailed to OneCard@niu.edu . If the employee has received a card in the past it must be returned to receive the new card. There is a \$10 charge to replace an existing card when returned. If the previous card is lost, there is a \$20 charge to replace. If charges are to be billed to the department, the account number to be charged should be indicated below.

FOR DEPARTMENT HEAD

I UNDERSTAND:

The employee listed above does not currently have a Prox OneCard ID and is required to obtain one as it pertains to his/her job at Northern Illinois University. While the employee has completed the above form, I have confirmed that the information presented is correct. The form will be emailed to OneCard@niu.edu.

Upon receipt of completed form with my signature, Onecard will notify the department that the employee may bring this form to the OneCard ID Services office during business hours to obtain his/her Prox OneCard ID.

Department Head Signature _____

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FOR OFFICE USE ONLY:



Date _____
