

Sac State OneCard

MAIL-IN DEPOSIT FORM



The OneCard is California State University, Sacramento's official photo identification card for students, faculty and staff. The OneCard serves as a Library card, an access card for campus sporting and social events, a public transit card, and a computer lab print card. Funds can also be deposited onto the OneCard into the Hornet Bucks Account which allows the user to make purchases and payments all over campus.

To deposit money onto a Sac State OneCard, please complete the following fields and mail this form along with your check to:

**Sac State OneCard Office
Brighton Hall Annex
6000 J Street
Sacramento, CA 95819-6127**

IMPORTANT! Please make checks payable to "CSUS OneCard".

Your deposit will be made the same day the check is received.

Amount of Deposit	Sac State OneCard Account Holder Name	
Student Id No. or DOB	Depositor Phone No.	Depositor Email Address <i>(for confirmation purposes only)</i>

You may also make an immediate deposit to a OneCard account by:

- ✓ Bringing your cash or check deposits to the OneCard Office located in the Brighton Hall Annex, on the south side of Brighton Hall across from the Library Quad.
- ✓ Depositing cash at any Value Transfer Station (VTS). The LED display on the front of the machine gives easy step by step instructions. VTS machines can be found in the Library, University Union, AIRC Computer Lab, Lassen Hall and the OneCard Office.

To check account balances and view a detailed list of recent transactions:

- ✓ Log onto the account holder's "My Sac State" website and select "OneCard Statement".

If you have questions regarding this process please visit the OneCard website, www.csus.edu/onecard, or contact the OneCard Office directly at onecard@csus.edu or (916) 278-7878.