**Employee Information and Instructions**

After completing the employee information at the top of this form, have your Dean/Director or Designee circle the appropriate stipend amount and sign. After these two sections have been completed submit the form to your Expert Business Office for processing.

Obtain and activate your Personal Responsibility Account (PRA) Cellular Telephone/Service for business use. **Reminder: US Cellular offers a 25% discount off current rate plans for all employees and $350 contract buy-out if you have a different provider.**

**Click on this link to find the location nearest you:**  
[Store Locator](http://www.uscellular.com/storefinder/index.html)

A Credit Check and/or a Deposit may be required.

Employees are responsible for payment of all charges directly to the cell phone provider.

In order to obtain the Employee PRA discount offered by US Cellular, employees must provide a valid WVU email address AND verify their employment with WVU/WVURC with one of the following:  
- A company ID badge or;  
- A recent paystub (within 30 days) to verify employment

You will also need to provide a non-expired valid form of identification, such as a current Driver's License.