



PAYCARD ENROLLMENT FORM

Send Completed form to HR-Payroll via: Interoffice Mail
OR: Scan & Email to: hr_etime@larimer.org
OR: Fax: (970) 498-5980

The Payroll staff will enter your Paycard information into ADP and the Global Cash Card site.
 Payroll will send you your Global Cash Card via interoffice mail.
 You must **ACTIVATE** the card. Instructions will be included with your card.

Global Cash Card – Employee Information (Please Print Legibly)		
<input type="checkbox"/> New Hire <input type="checkbox"/> Current Employee		
First Name:	Middle Initial:	Last Name:
Employee ID #:		Date:
Physical Address (No PO Box):		Apartment #:
City:	State:	Zip Code:
Home or Mobile Telephone:		Date of Birth (MM/DD/YYYY):
Social Security Number:		Email Address:
Deposit Amount: _____ or <input type="checkbox"/> ALL (Net Pay)		
..... <i>Employee Signature</i>		
Department Name:		

** For Payroll Department Use Only **			
Routing Number:		Account Number:	
Global Site Entry Date:	Initials:	Payroll Entry Date:	Initials:
Date Card Sent to Employee:		How did you send the card?	