



PAYCARD ENROLLMENT FORM

The Payroll staff will enter your Paycard information into UltiPro and the Global Cash Card site. You will need to pick up your Global Cash Card from the Human Resources office. 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?	