



## PAYCARD ENROLLMENT FORM

Send Completed form to HR-Payroll via: Interoffice Mail  
**OR:** Scan & Email to: [hr\\_etime@larimer.org](mailto:hr_etime@larimer.org)  
**OR:** Fax: (970) 498-5980

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

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

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