



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 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"/> 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)			
<hr/> <i>Employee Signature</i>			
Department Name:			

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