



**PORTLAND PUBLIC SCHOOLS PAYCARD
ENROLLMENT SETUP FORM**

COMPLETED FORM MUST BE DELIVERED BY EMPLOYEE TO THE PAYROLL SERVICES DEPARTMENT TO RECEIVE YOUR PAYCARD. WE STRONGLY SUGGEST THAT YOU WATCH THE GLOBAL CASH CARD PRESENTATION ON THE PAYROLL DEPARTMENT WEBPAGE TO KNOW HOW TO USE YOUR CARD.

TRANSIT ROUTING NUMBER: 073972181

Account Number (FROM FRONT OF ENVELOPE): _____

Global Cash Card – Account Owner Information (Please Print Legibly)		
First Name:	Middle Initial:	Last Name
Employee ID Number:		Phone Number:
If you want payroll staff to setup direct deposit to your Paycard, please state how much per payday: FULL NET PAY (circle) or Flat \$ Amt: _____		
If you prefer to setup your paycard for direct deposit yourself, using the Employee Self Service portal, please sign your initial in this box and we will only register your card:		
<p>I hereby authorize Portland Public Schools (PPS) to make payment of any amounts owing to me to my paycard account as indicated above. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.</p> <p>This authority is to remain in full force and effect until PPS has received written notification from me of its termination, in such time and manner as to afford PPS and Global Cash Card a reasonable opportunity to act on it. I do understand that I can also terminate online through the Peoplesoft Employee Self Service portal. The following exceptions also apply:</p> <ul style="list-style-type: none"> • PPS shall have the right to debit my account if a credit was made erroneously. • It is agreed this authorization may be cancelled by either the District or myself if due cause is shown. Such cause may be a personal decision, garnishment, wage assignment, bankruptcy, or other legal action. 		
Employee Signature:		Date:

PAYROLL SERVICES DEPARTMENT STAFF:

Form Received Date:	GC Reg:	PS Entry:
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