



**safer than cash  
easier than checks**  
The Key2Payroll card.

## Key2Payroll Payroll Card Enrollment Form (return to your employer)

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each holder of a Card. Therefore, you and all new and existing Cardholders are subject to the identity verification requirements. When you obtain a Card, you will be asked for your name, address and identification number, and, in the case of an individual, your date of birth. You may also be requested to show a driver's license or other approved identifying documents. In all cases, we are committed to protecting the privacy and identity of our Cardholders.

**EMPLOYEE INFORMATION:** Employee to Complete (Please Print)

Employee Name & OAKS ID #:

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Employee Residential Address:

ADDRESS IN OAKS WILL BE USED, ENSURE ADDRESS IS ACCURATE BY LOGGING INTO SELF-SERVICE VIA MYOHIO.GOV. MUST BE A PHYSICAL ADDRESS-CANNOT USE PO BOX

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Employee Social Security #: THIS WILL BE OBTAINED OUT OF OAKS SYSTEM

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Date of Birth: THIS WILL BE OBTAINED OUT OF OAKS SYSTEM

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HOME Telephone\*: HOME # IN OAKS WILL BE USED, ENSURE NUMBER IS ACCURATE BY LOGGING INTO SELF-SERVICE VIA MYOHIO.GOV.

\*Home telephone will be used for card activation

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**Direct Deposit Authorization:** I authorize my employer to initiate credit entries (direct deposit) to my KeyBank Payroll card account and to make any corrections in the case of an error. I also authorize KeyBank to release information regarding the status of my account to my employer for direct deposit servicing purposes only.

**Employee Signature:**

**Date**

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FAX COMPLETED FORM TO STATE OF OHIO PAYROLL AT (614) 466-1565 OR E-MAIL TO [DAS.HRD.HCM.PAYROLL@DAS.OHIO.GOV](mailto:DAS.HRD.HCM.PAYROLL@DAS.OHIO.GOV)