



**safer than cash
easier than checks**

The Key2Payroll card.

Instructions for enrolling employees in Key Bank's Key2 Payroll payroll debit card

The Ohio Revised Code requires State of Ohio employee pay to be direct deposited into a financial institution. As a result, employees who do not have a bank account or who refuse to provide authorization for direct deposit of their pay into a bank account are required to enroll in the Key2 Payroll payroll debit card program provided by Key Bank.

This program allows the State of Ohio to credit an employee's net pay to the card instead of issuing a warrant.

After an employee completes the enrollment form, agency payroll officers are asked to return the form to:

E-mail: DAS.HRD.HCM.Payroll@das.ohio.gov

Fax: (614) 466-1565

Mail:

HCM Payroll Support Unit
Human Resources Division
Ohio Department of Administrative Services
30 E. Broad St., 28th Floor
Columbus, OH 43215-3414

For more information about the enrollment process, please send e-mail to DAS.HRD.HCM.Payroll@das.ohio.gov . Interested enrollees are encouraged to call the Key Bank customer support unit at 1-800-821-2829.