

Instructions for enrolling employees in Key Bank's PayWorks 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 PayWorks 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. There is a \$5 registration fee to enroll in the program as well as a \$2 monthly account maintenance fee.

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

Tonie Walters
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 contact Tonie Walters at (614) 466-2831. Interested enrollees are encouraged to call the Key Bank customer support unit at 1-800-672-5036.