

# DIRECT DEPOSIT SIGN-UP

[www.JKentStaffing.com](http://www.JKentStaffing.com)



## IMPORTANT INFORMATION

### Electronic Transfer Day(s)

Payroll funds are electronically transferred to your account every payday after 5:00 pm. **Paydays are on Wednesday** for the prior week's work. **If Monday is a legal holiday, payday is Thursday.** See Employee Handbook. Direct Deposit Sign-up forms received by the weekly Timesheet deadline will be processed for Direct Deposit immediately with that week's payroll.

### Always Verify Your Funds

It is your responsibility to contact your bank to verify funds deposited to your account prior to using the funds. J. Kent will not be responsible for overdrafts on your account.

**ATTACH COPY OF YOUR VOIDED CHECK ONLY  
DO NOT USE DEPOSIT SLIP**

### PLEASE COMPLETE THE FOLLOWING

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Electronically Deposit my funds into my:

Checking Account   
Savings Account

### TO SUBMIT

Fax Form and Copy of Voided Check to: 303-777-0972 **OR** Email to: [timesheet@JKentStaffing.com](mailto:timesheet@JKentStaffing.com)