www.JKentStaffing.com

DIRECT DEPOSIT OR PAYCARD ENROLLMENT FORM

J. Kent Staffing pays all employees by either Direct Deposit or Paycard only

_____ _____ /_____ /_____
Employee Name (Print) Social Security #

_____ _____ / _____ / _____
Employee Signature Date

Select One

☐ DIRECT DEPOSIT *attach voided check (no deposit slips)*

Account # _____ ☐ Checking ☐ Savings

ABA/Routing # _____ (9 digits)

OR

☐ PAYCARD

Account # _____ - _____ - _____ - _____

ABA/Routing # _____ (9 digits)
Routing # needed only if Paycard is not issued by J. Kent Staffing

- Verify your balance! J. Kent Staffing is not responsible for overdraft charges or decline fees
- Payroll funds are transferred at close of business on Pay Day
- Availability of funds depends on your banking or Paycard institution's policy

Submit Form

Email: timesheet@jkentstaffing.com
Fax: 303-777-0972
24 Hour Mail Drop: 500 Downing Street, Denver, CO 80218

Enrollment Forms received after weekly Timesheet Deadline will not be effective until the following week