

# Key Resource Group, LLC

## Direct Deposit Authorization

Key Resource Group offers Direct Deposit to all of our employees. If you are interested in having your paycheck deposited into your personal checking or savings account, just complete the following information. **You will receive two live checks after submitting your Direct Deposit Authorization form while our bank verifies your account information.**

Name	Email:*	Phone
Address		
Bank Name		
Branch		
City	State	Zip Code
Routing Number	Account Number	Type of Account

\*For your convenience, if you provide an email address, your direct deposit voucher will be emailed to you weekly.

**PLEASE ATTACH PROOF OF YOUR BANK AND ACCOUNT NUMBER.**

(e.g. Checking account deposit ticket, voided check, savings account statement)

**We will not be able to process a Direct Deposit Authorization without written proof of your bank and account information.**

I hereby authorize Key Resource Group, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated above and the Bank named above to credit and/or/ debit the same to such account. This authorization will remain in full effect until Key Resource Group has received written notification from me of its termination and has had reasonable opportunity to act on it.

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*Please return the completed form to the following address:\*\***

Key Resource Group, LLC  
Payroll Direct Deposit  
135 Delaware Ave, Suite 407  
Buffalo, NY 14202

OR

Scan and email to [timesheets@krgstaffing.com](mailto:timesheets@krgstaffing.com)

For reference in finding the transit routing number and the account number associated with the account, please see the image below. *(Please note: for the routing number for a savings account, you must call your bank)*

**For Direct Deposit and  
Automatic Payment through Checking**  
Use information found on your checks

**SAMPLE CHECK** 0101

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$

DOLLARS

MEMO \_\_\_\_\_

⑆ 23456789 ⑆    ⑆ 23456789 ⑆    ⑆ 00 ⑆

**Routing      Account      Check**  
**Number      Number      Number**

Note: You can also find your Account Number  
on your statement or on the account documents  
provided at account opening.

After you return your form, the information will be entered and sent to the bank for “prenotification,” which is the process whereby the bank ensures the account numbers and bank transit routing codes are accurate and no problems exist. This is mandatory and takes approximately 2-3 weeks.

At the end of this period, your paychecks will automatically be deposited into your bank account. Instead of a paycheck, you will receive a pay stub showing your gross pay, taxes and other withholdings, net pay and deposit amount.