

TUPELO PUBLIC SCHOOL DISTRICT

Payroll Direct Deposit Form

I request that the payroll department of the Tupelo Public School District direct deposit my monthly earnings to the account(s) listed below beginning_____.

I understand my earnings will be deposited by 2:00 PM each payday. I further understand that while I will not receive a paper paystub, I will have access to my paystub through my Active Resources account: <https://activeresources.tupeloschools.com>.

I will notify the payroll department of the Tupelo Public School District of any changes affecting my direct deposit no later than the 15th day of the applicable month.

Employee's Signature

Social Security Number

Date

**YOU MUST ATTACH SOMETHING FROM THE BANK VERIFYING
BOTH ACCOUNT NUMBER AND ROUTING NUMBER.**

A VOIDED CHECK IS IDEAL.

Direct deposit can be made to a checking account, savings account, or both.

Checking Account Information	
<i>Name(s) listed on account</i>	
<i>Bank name</i>	<i>Amount to deposit</i>

Savings Account Information	
<i>Name(s) listed on account</i>	
<i>Bank name</i>	<i>Amount to deposit</i>