

**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 that by enrolling in the direct deposit program that my earnings will be deposited by 2:00 PM each payday and that I will receive a direct deposit statement in lieu of an actual paycheck. I will notify the payroll department of the Tupelo Public School District of any changes affecting my direct deposit no later than the 15<sup>th</sup> day of the applicable month.

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Social Security Number*

\_\_\_\_\_  
*Date*

**A CURRENT VOIDED CHECK MUST BE ATTACHED FOR  
PROCESSING OF BANK ROUTING AND ACCOUNT NUMBERS.**

Direct deposit can be made to a checking account, a savings account, or to both. Please refer to the back of this form for examples.

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

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