

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 15th 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.

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

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