

JACKSON PUBLIC SCHOOLS

Business Services • P.O. Box 2338 • Jackson, Mississippi 39225 • (601) 960-8700

NEW EMPLOYEE

CHANGE

Effective July 1, 2012, Jackson Public Schools no longer prints payroll checks for employees of the District. Direct Deposits can no longer be cancelled, only changed/updated with new account information.

I hereby authorize JACKSON PUBLIC SCHOOLS to initiate credit and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my:

CHECKING

SAVINGS

This authorization is to remain in full force and effect until JACKSON PUBLIC SCHOOLS has received written notification from me of a change in such time and in such manner as to afford JACKSON PUBLIC SCHOOLS and DEPOSITORY a reasonable opportunity to act on it (a minimum of five days) prior to date of payroll.

NAME

SOCIAL SECURITY NO.

SCHOOL/OFFICE

BANK (OR OTHER DEPOSITORY)

ROUTING NO.

ACCOUNT NO.

SIGNATURE

DATE:

You may access and print your direct deposit stubs, W-2s, and leave balances via Active Resources. You can get to Active Resources from the Resources tab on the [JPS Intranet \(www.jackson.k12.ms/Intranet\)](http://www.jackson.k12.ms/Intranet).

****PLEASE ATTACH A VOIDED CHECK OR LETTER FROM YOUR INSTITUTION VERIFYING ROUTING AND ACCOUNT INFORMATION FOR THE ACCOUNT TO BE CREDITED.

