

JACKSON PUBLIC SCHOOL DISTRICT

NEW EMPLOYEE  
 CHANGE



Effective July 1, 2012, Jackson Public Schools will no longer print payroll checks for employees of the district.  
**Direct Deposits can no longer be canceled, 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 (5) days) prior to the date of payroll.

NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

SCHOOL/OFFICE \_\_\_\_\_

BANK (OR ANOTHER DEPOSITORY) \_\_\_\_\_

ROUTING NO. \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_

You may access and print any and all of your direct deposit stubs via the JPS internet homepage, [www.jackson.k12.ms.us](http://www.jackson.k12.ms.us) by accessing Direct Deposit Pay Stubs and Electronic W-2s (for employees) under Quick Links.

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

