



Business Office/Accounts Payable Department

Post Office Box 2338

Jackson, MS 39225

Telephone (601) 960-8783 or 8700

AUTHORIZATION AGREEMENT FOR TRAVEL REIMBURSEMENT DIRECT DEPOSIT

I hereby authorize the Jackson Public School District 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 SCHOOL DISTRICT has received written notification from me of a change in such time and in such manner as to afford JACKSON PUBLIC SCHOOL DISTRICT and DEPOSITORY a reasonable opportunity to act on it (a minimum of ten (10) days) prior to date of travel direct deposit.

NAME _____ SOCIAL SECURITY NO. _____

SCHOOL/OFFICE _____

BANK (OR OTHER DEPOSITORY) _____

ROUTING NO. _____ ACCOUNT NO. _____

SIGNATURE _____ DATE _____

Prior to calling Accounts Payable, 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 site (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.
- **Find the RTN on a Check:** To find where the RTN (ABA) is located on a check, look at the example below. Do not use a Deposit Ticket Routing Number for automatic services.

