

TOP 4 REASONS TO HAVE DIRECT DEPOSIT

4. **SAFE**-your money is wired directly to the bank of your choice. You won't have to worry about check being lost in the mail during the summer.
3. **CONVENIENT**-no more mad dashes to get to the bank by 2:00.
2. **EASY**-fill out the form at the bottom on this page and attach a voided check.
1. **HASSLE FREE**-you never have to make arrangements to pick up your paycheck and get it to the bank.

AUTHORIZATION FOR PAYROLL CHECKS TO BE DIRECT DEPOSITED

Name: _____ Social Security # _____

Bank Name: _____ Account #: _____

Signature: _____ Date: _____

Voided check must be attached. Return to Donna Wadley in the Finance Office.

A printout from your bank with the routing number and account number can be used if you do not have checks for your account.

JPS also offers another direct deposit convenience - FLAT FEE deposit. If you have a separate bank that you would like to make a set dollar amount deposit each pay period, ask Donna for that form.