

# Tangipahoa Parish School System

## Direct Deposit Sign-up Form

### Section 1 - Information

- 1 To sign up for Direct Deposit, the employee is required to fill out this form.
- 2 Direct Deposit is available to anyone who has a checking or savings account at any bank, savings account at any bank, savings and loan, or credit union.
- 3 This agreement remains in effect until canceled by the employee or when the employee terminates employment with the Tangipahoa Parish School System
- 4 If the employee wishes to change to a newly selected financial institution, they would need to complete a new Direct Deposit Sign-up Form. It is recommended that the payee maintain accounts at both financial institutions until after the new financial institution receives the employee's Direct Deposit payment.
- 5 Direct Deposit may not be split into savings and checking. You must either choose one or the other.
- 6 The employee is asked to attach a voided check to this form. Failure to provide a voided check may affect, delay or prevent the processing of your payroll check.
- 7 Direct Deposit usually begins with the next payroll check after the employee signs a Direct Deposit Sign-Up Form, if received by the 5th of the month assuming no errors show up on a test transmission.
- 8 Once chosen, Direct Deposit will apply to your monthly payroll check and stipends.

### Section 2 - Bank Account Information

Name and address where you bank

Checking

Savings

Checking or Savings Account Number

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Routing or ABA Number

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

### Section 3 - Employee Information

Employee's Name (Please Print)

Employee Number

Employee's Signature

Date

In signing this form, I authorize my payroll check(s) to be sent to the financial institution named above. Written authorization of the employee is required before any adjustments is made by the Tangipahoa Parish School System or the financial institution named above associated with Direct Deposit.