TUPELO PUBLIC SCHOOL DISTRICT

Payroll Direct Deposit Form

I request that the payroll department of the Tupelo Public School District direct deposit my monthly earnings to the account(s) listed below beginning_____.

I understand my earnings will be deposited by 2:00 PM each payday. I further understand that while I will not receive a paper paystub, I will have access to my paystub through my Active Resources account: **https://activeresources.tupeloschools.com.**

I will notify the payroll department of the Tupelo Public School District of any changes affecting my direct deposit no later than the 15th day of the applicable month.

_____ (print name)

_____ _____ _____

Employee Signature *Social Security Number* *Date*

YOU MUST ATTACH SOMETHING FROM THE BANK VERIFYING BOTH ACCOUNT NUMBER AND ROUTING NUMBER.

A VOIDED CHECK IS IDEAL.

Direct deposit can be made to a checking account, savings account, or both.

Checking Account Information	
Name(s) listed on account	
Bank name	*Amount to deposit*

Savings Account Information	
Name(s) listed on account	
Bank name	*Amount to deposit*