FINANCE
JEFFERSON PARISH PUBLIC SCHOOL SYSTEM
501 MANHATTAN BLVD
SUITE 2200
HARVEY LA 70058
(504) 349- 7600
FAX (504) 308-1470

www.jpschools.org

To: Jefferson Parish Public School System Employees

It is mandatory for all Jefferson Parish Public School System employees to have direct deposit. We believe you will enjoy the convenience of having your net pay automatically deposited into your bank account. Direct deposit is safe, convenient, and easy.

If you wish to have a payroll deduction sent to **Keesler Federal Credit Union**, you must go to one of their branches to complete the proper paperwork required by the credit union.

JPPSS does not permit split deposit of payroll checks through the Automated Clearing House (ACH).

If you wish to have direct deposit sent to any other banking institution, you must complete the attached Direct Deposit Agreement and return it to the Payroll Department by one of the following methods:

- Fax to 504-308-1470
- USPS Mail
- email payrollrequest@jpschools.org

Supporting Documents Required

For checking accounts with checks, please attach a copy of a check with VOID written across it.

For checking accounts without checks or savings accounts, please include a Bank Specification Sheet.

Financial institutions typically make account and routing numbers available through online or mobile banking. Some institutions allow customers to create a prefilled direct deposit form. You may also contact your bank or credit union directly to request this information.

Changes will not be processed unless a legible copy of your state-issued photo ID is included.

Three Items Required for Direct Deposit Changes

1. Bank Specification Sheet or Voided Check
2. Completed JPPSS Direct Deposit Form
3. Legible copy of state-issued photo ID

JPPSS Direct Deposit Form

EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	INITIAL	EMPLOYEE NO.
NAME ON ACCOUNT (if different from employee) Last name	First Name	Initial	Employee LAST 4 SOCIAL SECURITY NUMBER X X X - X X - _____

Check one below:

☐ New Enrollment – Complete the entire form, sign, date, and attach a voided check or bank specification sheet.

☐ Change of Financial Institution and/or Account Number – Complete the entire form, sign, date, and attach a voided check or bank specification sheet.

☐ Cease my **Keesler Federal Credit Union payroll deduction** effective ___ / ___ / ___
(Any Keesler Federal Credit Union net check must be stopped before your net pay can be deposited to your new bank account.)

☐ Cease **ALL Keesler Federal Credit Union deductions** (loans, savings, checking, etc.)

Incorrect information may delay your deposit.

Check one: ____Checking (attach voided check or bank specification sheet) OR

____ Savings (Bank specification sheet)

NAME OF FINANCIAL INSTITUTION_____

Transit/ABA No.___ ___ ___ ___ ___ ___ ___ ___ ___

Bank Account No. ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

AUTHORIZATION: I hereby authorize The Jefferson Parish School Board (JPSB) to initiate credit entries (deposits) and to initiate, if necessary, debit entries (error corrections) for any credit entries made in error to the account listed above. This authorization is to remain in full force until Jefferson Parish School Board has received written notification from me of its termination in such time and in such manner as to afford JPSB and the Depository a reasonable opportunity to act.

DATE:_____ SIGNATURE:_____