

## FLAT FEE DIRECT DEPOSIT FORM



JPS also offers another direct deposit convenience – FLAT FEE deposit.  
If you have a separate bank account that you would like to make a set dollar amount deposit each pay period, please complete the following:

### **Authorization for Flat Fee from payroll check to be direct deposited**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Account#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount to deposit per pay period: \_\_\_\_\_

A voided check **OR** a print out from the bank listing the routing number and account number must be attached and return along with the completed form to the finance department.

**This form along with banking information must be presented in person to the Finance office. No electronic information, email or text will be accepted.**