

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 payroll checks 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.