



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 like the added convenience of having your net pay automatically deposited for you. Direct deposit is safe, convenient, and easy.

If you wish to have direct deposit deduction to Jefferson Financial Credit Union, you must go to one of their branches to complete the proper paperwork.

If you wish to have direct deposit to any other banking institution, you must complete the attached Direct Deposit Agreement and return to the Payroll Department via U.S. mail – 501 Manhattan Blvd. Ste. 2200 Harvey, La. 70058, pony mail, or fax (504-308-1470).

For checking accounts, please attach a copy of a check with VOID written across it.
For savings accounts, ask your banking institution for a specifications sheet showing the transit/ABA and the account number for the savings account.

Changes will not be made unless you include a copy of your state photo ID.

9-10 month employees that are paid 12 months out of the year that wish to make a direct deposit change effective for June, July, or August must make this change prior to June 1.

JPPSS Direct Deposit Form

EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	INITIAL	EMPLOYEE NO.
NAME ON ACCOUNT (if different from 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 specification sheet.

_____ Change of present financial institution and/or account number - Complete the entire form, sign, date, and attach a voided check or specification sheet.

_____ Cease my Jefferson Financial Credit Union (JFCU) Deduction effective __/__/__ * (JFCU net check must be stopped so your net check can go into your new bank account)

_____ Cease ALL JFCU deductions (loans, savings, checking, etc...)

NOTICE: Direct Deposits are no longer pre-noted. Please verify the information provided is accurate. Incorrect information may delay your deposit.

PRIMARY ACCOUNT Check one: _____Checking (attach voided check) OR _____ Savings (attach 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: _____