

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.