



ELECTRONIC TRANSFER OF PAYROLL CHECKS

Fort Smith Public School employees receive compensation through Direct Deposit into their personal bank account, per Personnel Policy Manual-**Salary Schedule**. Employees are required to complete this application and return to the Payroll Department, along with a copy of their voided check.

Please note: After submitting this form, it will take two pay periods for the direct deposit to begin. On the first pay period after submitting, **employee will receive an actual check**. On the second pay period, **employee will begin receiving a direct deposit voucher**.

PLEASE PRINT

Name: _____ Social Security #: _____

Email Address: _____
(To be used for sending your Direct Deposit E-Voucher each pay period unless a school email address is assigned.)

Name of Bank: _____

Check one: Savings Account Checking Account Loadable Card

Signature: _____ Date: _____

↓ **PLEASE ATTACH A COPY OF YOUR VOIDED CHECK BELOW!** ↓