

## **DIRECT DEPOSIT IS MANDATORY!**

**Please complete a direct deposit application today and submit it to the Disbursing Office to get your direct deposit set up before your next paycheck. Applications are available in Room #403 of the Administration Building (900 Grant St.), or from the Disbursing Department web site at [www.dpsk12.org](http://www.dpsk12.org).**

**Effective July 1, 2011, DPS will stop issuing payroll checks, and will be issuing pay cards instead. This will eliminate the \$7 paper check non-compliance fee, as well as check-cashing fees incurred by our employees. Employees will also enjoy fast and convenient access to their money.**

**For employees who have not selected a bank or credit union of their choice, their direct deposit will automatically default to a Skylight One Pay Card. This can be later changed by providing us with new primary bank account information on our direct deposit application.**