

Office of Business Services

Payroll Department
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Educational Services Center
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DIRECT DEPOSIT

Bloomington Public Schools pays all of its employees through the direct deposit program. This authorization form gives Bloomington Public Schools and your financial institution authority to deposit your pay into your checking or savings account.

How Direct Deposit works: You will be able to log into your “Skyward” account screen and view your current or past pay statements. It will show you gross salary, taxes, other deductions, benefit information and net pay. On payday, your money will already have been deposited into your bank account. The amount of the deposit will also appear on your bank statements. Making a change or adding a direct deposit will result in 1 or 2 paper check(s) being mailed to the address on file in Skyward, depending on timing of the prenote date.

This service is free. We believe you will like the convenience of having your salary automatically deposited for you. Direct deposit is safe, convenient and easy. It will:

- ❖ Save trips to the bank
- ❖ Save time depositing or cashing checks
- ❖ Eliminate the possibility of lost, stolen or forged checks
- ❖ Deposit to your account even if you’re on vacation or away from the office on business or illness
- ❖ And your money is deposited faster.

To enroll:

1. Check the box indicating the account that your pay should be deposited into (checking or savings).
2. Complete the remainder of the form indicating your name, your signature, the date form completed and the financial institution’s name.
3. Attach a voided blank check (not a deposit slip) if using a checking account for the deposit or a savings deposit slip if using a savings account for the deposit. This slip will be used to verify your financial institution information.

Employee Authorization:

I authorize Bloomington Public Schools and the financial institution listed below to initiate electronic entries each payday to my:

Checking account

Savings account

This authority will remain in effect until I have canceled it in writing.

Name

Financial Institution Name

Signature

Date

Transit Routing Number

Account Number Information