



Business & Financial Affairs

Independent School District 625

360 Colborne Street
Saint Paul, MN 55102-3299

Telephone: (651) 767-8250 • Fax: (651) 293-5207 • www.spps.org

Dear Employee,

Saint Paul Public Schools' Business Office has adopted a policy that mandates participation in direct deposit. Due to scarce resources, services from the Payroll Department have been modified to provide the best service at the most affordable cost. There are many benefits for employees who use direct deposit:


- Convenience. No longer will employees need to travel to the bank to make deposits or get cash.
- You may deposit funds into as many as three separate accounts.
- Eligibility to participate in our 26 Pay and Summer Pay Plans.
- Lost and stolen checks no longer cause problems for employees.
- No stop payment fees on checks.
- Emergency travel for family illness will no longer create financial hardships. We have many requests each year for early check pick-ups to accommodate emergency travel. With direct deposit, an employee's net pay will be deposited to an account of their choosing and be available to them anywhere via ATMs.

Additional Information:

- Use a savings account deposit slip to designate a savings account. Checking account deposit slips do not contain sufficient information for us to make a deposit into a savings account.
- All net pay must be directly deposited; checks will not be issued for part of an employee's net pay.
- When paydays fall on a holiday, physical distribution of the payroll will occur on the following business day.
- Deposits are made by the end of the banking day on payday.
- If you wish to deposit into a money market account, call our office for assistance at the number listed below.

What you need to do:

On the reverse side of this announcement is an enrollment form. Complete the form and submit to our office. Remember to attach the appropriate supporting documentation. After we input your enrollment, your next check will go through a pre-notification process to match your name and account number with the bank(s). This is done to ensure we are depositing the money into the correct account(s). You will need to cash or deposit that check. Your second payroll issue will be a direct deposit. You will receive an advice statement, which will detail your deposit; see example below.

|  Saint Paul PUBLIC SCHOOLS 360 Colborne Street Saint Paul, MN 55102-3299 | Date | 01/10/03 | Advice No. | 5496585 | | | | | | | | | | | | | | | |
|---|--|----------------------|--|---------|-----------------------------|--|--|--------------|----------------|----------------|---------|-----------|----------|----------|-----------|-----------|---------------|--|------------------|
| | | | | | | | | | | | | | | | | | | | |
| Deposit Amount: \$1434.56 | ← | Total Net Pay | | | | | | | | | | | | | | | | | |
| To The Account(s) Of | Shows where money is deposited! → | | | | | | | | | | | | | | | | | | |
| Joan Employee 892 Oak Street Saint Paul, MN 55116 | | | | | | | | | | | | | | | | | | | |
| | | | <table border="1"> <thead> <tr> <th colspan="3">DIRECT DEPOSIT DISTRIBUTION</th> </tr> <tr> <th>Account Type</th> <th>Account Number</th> <th>Deposit Amount</th> </tr> </thead> <tbody> <tr> <td>Savings</td> <td>812546325</td> <td>\$300.00</td> </tr> <tr> <td>Checking</td> <td>025648235</td> <td>\$1134.56</td> </tr> <tr> <td colspan="2">Total:</td> <td>\$1434.56</td> </tr> </tbody> </table> | | DIRECT DEPOSIT DISTRIBUTION | | | Account Type | Account Number | Deposit Amount | Savings | 812546325 | \$300.00 | Checking | 025648235 | \$1134.56 | Total: | | \$1434.56 |
| DIRECT DEPOSIT DISTRIBUTION | | | | | | | | | | | | | | | | | | | |
| Account Type | Account Number | Deposit Amount | | | | | | | | | | | | | | | | | |
| Savings | 812546325 | \$300.00 | | | | | | | | | | | | | | | | | |
| Checking | 025648235 | \$1134.56 | | | | | | | | | | | | | | | | | |
| Total: | | \$1434.56 | | | | | | | | | | | | | | | | | |
| NON-NEGOTIABLE | | | | | | | | | | | | | | | | | | | |

We believe that once you make the change to direct deposit, you will be happy with its convenience and reliability. If you have specific concerns about direct deposit call us at 767-8274.

Sincerely,

Kelly Krattiger
Payroll Manager

SAINT PAUL PUBLIC SCHOOLS PAYROLL DIRECT DEPOSIT AUTHORIZATION

Employee Name _____ *Social Security* _____

School/Program: _____ *Work Phone #* _____

I hereby authorize Saint Paul Public Schools and the financial institution(s) listed below to initiate electronic credit entries to the account(s) and in the amount(s) indicated below, and, if necessary, debit entries and/or adjustments for any credit entries in error, each payday. This authorization will remain in effect until I notify Saint Paul Public Schools in writing to cancel it, in sufficient time as to afford Saint Paul Public Schools a reasonable opportunity to act on it. If this is a change, I understand that any previous Direct Deposit authorizations are hereby revoked by the new Direct Deposit authorizations listed below.

- A. If you wish to have your total net pay deposited to a single account, skip priorities 1 and 2. Complete Priority 3.
- B. If you wish to have a pre-determined amount credited to one account and the remaining balance credited to a second account; complete Priorities 1 and 3.
- C. If pre-determined amounts are to be credited to two accounts and the remaining balance credited to a third account, complete Priorities 1, 2, and 3.
- D. Order of deposits made will be in accordance with the priorities that you assign them.

PRIORITIES

**PLEASE COMPLETE
TYPE OF ACTION:**

| For single account deposits, use Priority #3 only! | |
|---|---|
| 1. Name of Financial Institution & Branch _____ Location (City & State) _____ Depository Transit Number _____ Account # _____ Type of Account: Checking _____ Savings _____ Dollar Amount to be Deposited each Payday \$ _____ .00 (Whole dollars only, no cents) | No Change <input type="checkbox"/> New Authorization <input type="checkbox"/> Type of Change: Dollar Amount <input type="checkbox"/> Bank / Account # <input type="checkbox"/> Type of Account <input type="checkbox"/> Cancel <input type="checkbox"/> |
| 2. Name of Financial Institution & Branch _____ Location (City & State) _____ Depository Transit Number _____ Account # _____ Type of Account: Checking _____ Savings _____ Dollar Amount to be Deposited each Payday \$ _____ .00 (Whole dollars only, no cents) | No Change <input type="checkbox"/> New Authorization <input type="checkbox"/> Type of Change: Dollar Amount <input type="checkbox"/> Bank / Account # <input type="checkbox"/> Type of Account <input type="checkbox"/> Cancel <input type="checkbox"/> |
| 3. Name of Financial Institution & Branch _____ Location (City & State) _____ Depository Transit Number _____ Account # _____ Type of Account: Checking _____ Savings _____ The remaining balance of your check will be deposited into this account | No Change <input type="checkbox"/> New Authorization <input type="checkbox"/> Type of Change: Dollar Amount <input type="checkbox"/> Bank / Account # <input type="checkbox"/> Type of Account <input type="checkbox"/> Cancel <input type="checkbox"/> |

Savings - Staple deposit/ withdrawal slip(s) here.
Checking - Staple voided check(s) here.

I agree to, and have attached a voided check and/or savings account deposit/withdrawal document for each financial institution for which I have indicated that electronic funds transfer shall be made, for the purpose of proper verification of the financial institutions' Depository Transit Number(s) and my individual account number(s). I further understand and agree that each account listed above must have my name on it at that financial institution.

Signature _____ Date _____