

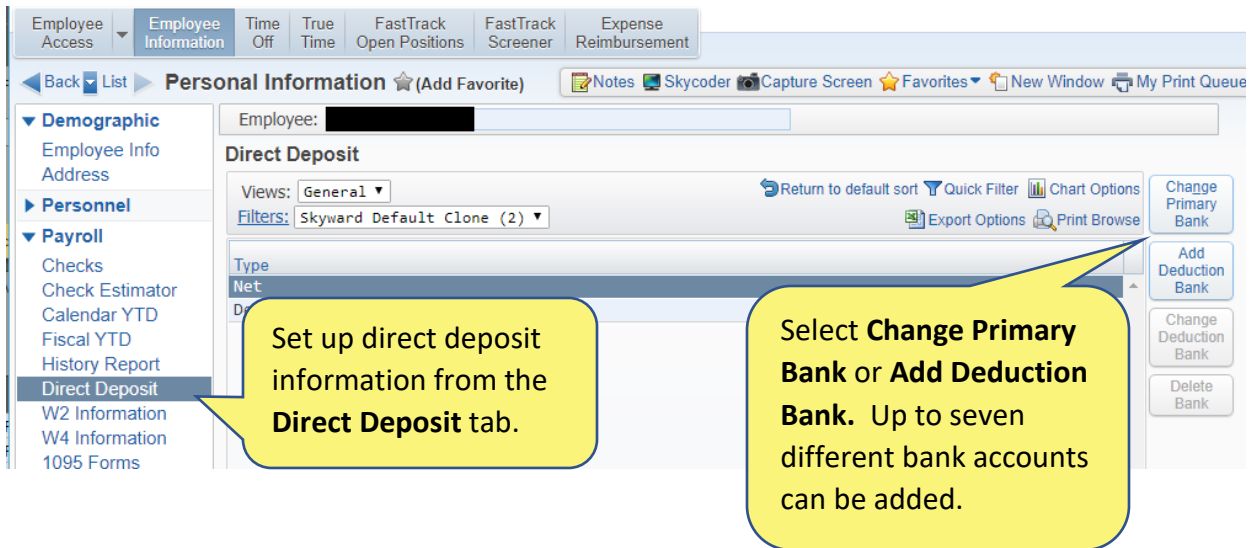
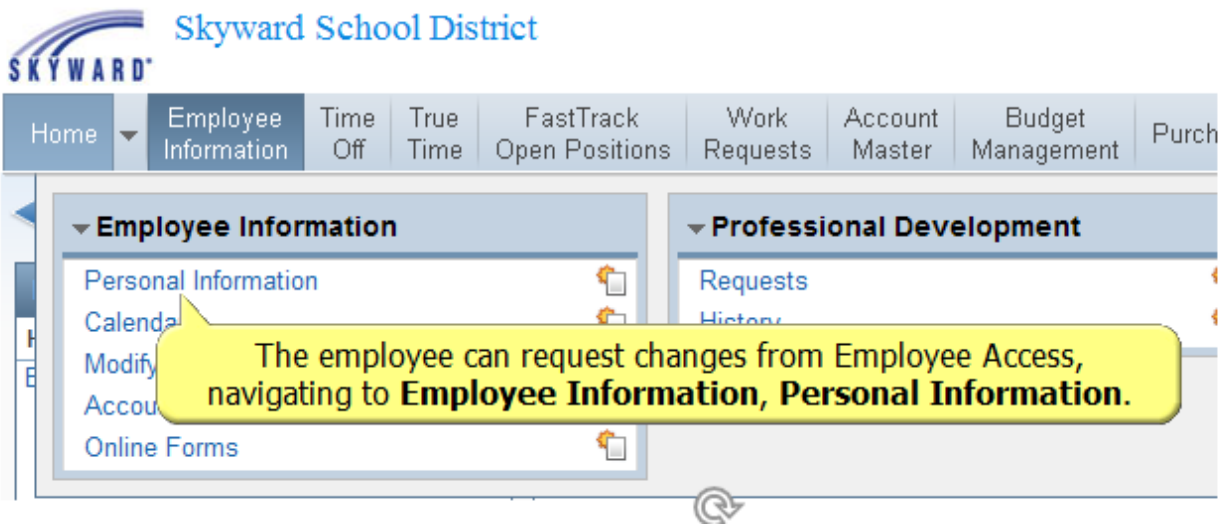


DIRECT DEPOSIT INSTRUCTIONS

EFFECTIVE 2/15/2020

All Direct Deposit changes will now be completed electronically in Skyward

****MUST BE COMPLETED IN SKYWARD 5-BUSINESS DAYS BEFORE PAY DATE****



Add Direct Deposit Skycoder Capture Screen New Window My Print Queue ? Help Menu

Bank Account (Deduction) Save
Back

When adding/updating direct deposit information use the 'Select My Bank' option to select from the Bank list in Skyward. If your Bank is not already setup in Skyward use the 'Request New Bank' option and complete the required fields.

Select My Bank Request New Bank

* Routing Number: Enter **Routing Number** first, this is most important, it's possible the **Bank Name** will still be listed as the bank's previous name. Please call or email the payroll department with questions.

* Bank Name:

Bank Address:

* Bank Account:

* Account Type: Checking Savings

* Amount Type: Fixed Percent

I hereby authorize Center Grove Community School Corporation to initiate automatic deposits to my account at the financial institution(s) named below. I also authorize Center Grove Community School Corporation to make withdrawals from the account(s)

Center Grove to incorrect or an error on reement will written notice ect deposit

This is an example of a deduction request.

After the deduction information is entered, the employee will **acknowledge** the terms and conditions then click **Save**.

CHANGES TO DIRECT DEPOSIT MUCH BE MADE 5-BUSINESS DAYS BEFORE PAY DATE.

I acknowledge I have read and agree to the terms and conditions above.

PLEASE VERIFY THE ROUTING NUMBER AND ACCOUNT NUMBER USING A CHECK, SAVINGS DEPOSIT SLIP OR BANK DOCUMENT

YOUR NAME 123
1234 Main Street
Anywhere, OH 00000 DATE _____

PAY TO THE ORDER OF _____ \$
_____ DOLLARS

ROUTING NUMBER **ACCOUNT NUMBER** **CHECK NUMBER**