![teamIPS logo]

Direct Deposit Change

Indianapolis Public Schools Employee Authorization Agreement

This form works best in Adobe pdf reader. You can download the free software at https://adobe.com

Form

BY CHECKING THIS BOX, I authorize IPS and the financial institution(s) listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my accounts.
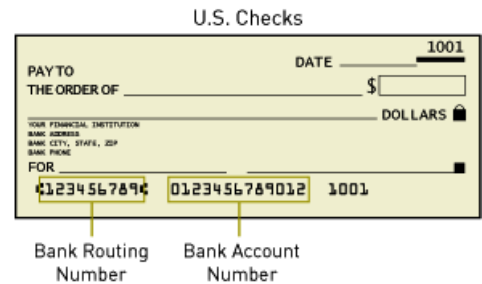
Name

Street Address

City, State Zip

Employee ID

SSN

Direct Deposit Change Type - Select 1

New or Change (Provide all info again as new)

KEY BANK Key2Payroll Card

Stop Authorization (All accounts will be stopped; you will be issued a temporary Pay Card)

U.S. Checks

Bank Routing Number   Bank Account Number

Select one of the deposit options below for your Net Pay*.

OPTION 1 - 100% of Net Pay deposited into one designated account.

Bank Name	City/State	Account Type	Distribution	ABA Routing Number	Account Number
			100%		

OPTION 2 - A percentage of your Net Pay deposited into two accounts (**total must be 100%**)

Bank Name	City/State	Account Type	Distribution	ABA Routing Number	Account Number
			%		
			%		

OPTION 3 - A fixed dollar amount of your Net Pay deposited into specific accounts (up to four) and the balance to a designated account.

| Bank Name	City/State	Account Type	Distribution	ABA Routing Number	Account Number
			$		
			$		
			$		
			$		
			$		

* Net Pay = Gross pay minus all deductions (taxes, insurance, union dues, flat amount allocations in Option 3, etc.)

Next Steps

1. Save this completed document to your device or computer. You will upload this along with other supporting documentation in the next steps below.

2. Access ESS at https://ess.myips.org (ESS can also be accessed through Clever)
   a. **LOOK IN THE TOP RIGHT CORNER** and click on the Login Icon →]
   b. Your username is your email WITHOUT "@myips.org"
   c. Your password is that which corresponds to your email

3. On the left side menu of the screen, Click on "Personal Information"
   a. Click on "Add/View Changes"
   b. Click on "Add an action"
   c. Click on "Benefit Change"
   d. Click on "Direct Deposit Update"
   e. Click on "Direct Deposit Update"
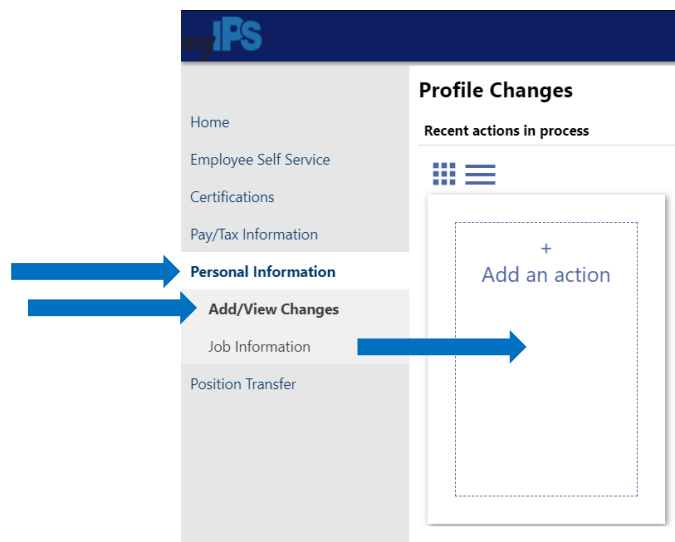
4. 1 at a time, click on the "Attachments" button and attach:
   a. This completed form **AND**
   b. Approved documentation for each account listed from the bank **IF** you're making a bank account change/add:
      i. **APPROVED** – Copy or Picture of a voided blank check **OR**
      ii. **APPROVED** – Account information sheet from bank showing Routing and Account Numbers
      iii. **NOT APPROVED** - Deposit Slips for checking accounts

5. Click Submit