



November 17, 2020

Memo to: District employees receiving a paper paycheck

From: Payroll Department payroll@d211.org

On the reverse side of this memo, you will find a direct deposit application for your payroll check. We highly recommend direct deposit as the safest fastest way to receive your payroll funds each payday. The steps are shown below:

- 1- Complete this form with your name and either your employee ID number or the last 4 digits of your social security number. Indicate checking or savings. Sign and date the form.
- 2- Attach either a voided check or the routing number and account number provided by your bank (can be found on your online banking site or ask at your bank branch).
- 3- Return it to the Payroll Department via interoffice mail or drop-off at the Administration Center lobby. DO NOT email us your banking information, as email is not secure.
- 4- If we receive your form more than 5 business days prior to payday, we will be able to set up your direct deposit immediately. If it is received in less than 5 business days prior to payday, you will receive one more paper check, and then direct deposit will take effect on the next payday.
- 5- If you have access to the iVisions employee portal, your paystub will be visible 3 days prior to payday at: adc.d211.org, Staff page, Quick Links, Tyler Employee Portal. Use your district user name and password to log in.
- 6- For those without portal access, a paystub will be mailed to the home address on file.

If you have any questions or concerns, please feel free to contact us at payroll@d211.org.

Very sincerely,

Sandra Mir Imes
Accounting Manager
847/755-6660

TOWNSHIP HIGH SCHOOL DISTRICT 211

AUTHORIZATION AGREEMENT FOR AUTOMATIC DIRECT DEPOSIT PAYROLL

Employee Name: _____
Last First Middle Initial



District 211 Employee ID #: _____ Social Security #: XXX-XX-_____
(last 4 digits only)

Please check ONE (1) of the following:

I am **not** currently participating in the Direct Deposit Program.

☐ **ADD** - Deposit my pay to the account number provided.

I am currently participating in the Direct Deposit Program.

☐ **CHANGE** - Change my financial institution and/or account number.

☐ **CANCEL** - Stop my participation in the Direct Deposit Program.

Receiving Institution (Bank) Information

Type of Account: (Check only ONE)

☐ Checking, Money Market or Debit Only Account
Voided check or Official Verification of Bank
Account MUST be attached below!!

☐ Savings
Official Verification of Bank Account
MUST be attached below!!

I authorize Township High School District 211 to initiate electronic credit entries for the purpose of employee payment. This authorization will remain in effect until I cancel it in writing or until my employment is terminated.

X

Signature

Date

IMPORTANT!!!!

ATTACH VOID CHECK or OFFICIAL VERIFICATION OF BANK ACCOUNT HERE!!

For Office Use Only:

Date received: _____

Begin Pay Period: _____

revised 11/17/20