

HOW TO FILL OUT THE NEW DIRECT DEPOSIT FORM ONLINE IN RECORDS

*For security reasons, we will no longer accept direct deposit changes through email. Please visit **Records** to fill out your direct deposit change form electronically and attach bank back up as requested.*

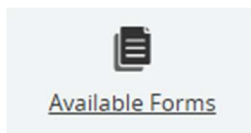
You may follow the link in the Employee Access center or:

ESC Staff: <https://esc-co.tedk12.com/records>

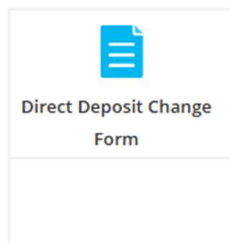
COG Staff: <https://esc-cog.tedk12.com/records>

Log into Records with the same username and password you use for your ESC email account

Once in records click on **Available Forms**



Click on **Direct Deposit Change Form**



If the option shows, click on **add for myself**

Add Available Form

How would you like to add this document?

☒ Add for myself

☐ Add for another staff member

Then click on **Add as an E-Form**

Your employee ID and name will generate automatically

You must select how many accounts you want to have

Number of bank accounts you will be utilizing for direct deposit

You may select up to three (3) accounts for your direct deposit

☐ 1

☐ 2

☐ 3

Then you must fill in at least bank account #1 with account information or it will not let you continue

Name of Bank (#1) required

Bank Account Type required

▼

Bank Routing Number required

MUST BE 9 DIGITS IN LENGTH

Bank Account Number required

Enter amount or percentage that you would like put in to this account required

(Enter specific dollar amount to be deposited per pay or enter a % amount to be deposited per pay e.g. 100%)

You must also upload a form of back up for this account as well. This can be a voided check, bank statement, or screenshot from banking app as long as it has your full routing and account number. This cannot be hand written. If you do not upload this it will not allow you to continue. If you upload the incorrect information the form will be rejected.

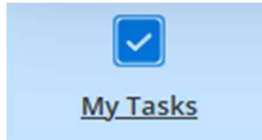
Attachments

Bank Back-up (Voided check or document showing full routing and account number) required

[Upload a file](#)

Once this is complete, you will click on **Save Final**

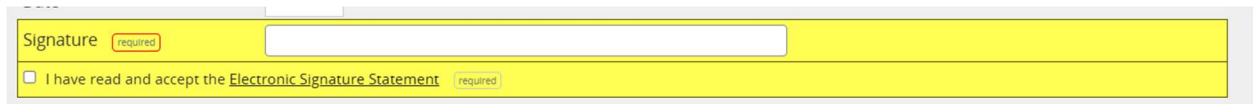
After you do this, you will then go to **My Tasks** on the left side of the screen



You will see where your form is in this que and needs to be signed

Click **sign/appv/rev** to the right

Scroll to the bottom of the form

A screenshot of a form with a yellow background. The first row contains the label "Signature" followed by a small "required" tag and a white text input box. The second row contains a checkbox, the text "I have read and accept the Electronic Signature Statement", and a small "required" tag.

You will type out your signature and click the box for I have read and accept the Electronic Signature Statement

Then you will hit **submit**

Once you hit submit the form will be sent to payroll