The **Banking** area of the Gemini Employer Portal is located within the Reporting section. Employers will use the Banking section to designate bank account(s) that will be used to remit contribution payments to TRS for the defined benefit and the defined contribution plans. Use the following steps to navigate to the Banking area of the Employer Portal.

Once you are signed into the Employer Portal, hover over **Reporting**, move your cursor down and select **Banking**.

Banking -

There are two (2) tables available on the **Banking** screen: Banking and Banking History table *(image below)*. Both tables display retirement plan, account type, bank name, routing number, account number, begin date and end date.



命 Bankin g	g Description of what this se	ction does and some instructions.					Add Account
Actions	Retirement Plan	Account Type	Bank Name	Routing Number	Account Number	Begin Date	End Date 🗸
				No Banking Available.			
命 Bankin g	g History (0) Descript	tion of what this section does and sc	me instructions.				
Actions	Retirement Plan	Account Type	Bank Name	Routing Number	Account Number	Begin Date	End Date ~
				No Banking History Available.			

Add a Bank Account -

To add a new bank account, click on **•** Add Account at the top of the Banking table. The Add Account box will appear *(image below)*.

Routing Number -

Enter your bank's **Routing Number** then click search. The Bank Name associated with the entered routing number will be displayed.

If the search returns a 'No Bank Found' message, double check that the routing number was entered correctly. Contact TRS if your correctly entered routing number does not provide your financial institution's name.

		Search				
Account Number *		Account Type *	-			
lease enter the name	on the accou	unt at your financial inst	itution.			
Account Name *						
Retirement Plan *	•	Begin Date *		End Date		
eachers' Retirement S mployer through its a lebit such account for nandatory and subject executes this EFT Autho he employer who is au	ystem of the uthorized ag the payment to the rules prization by o thorized to o low, I also ag	State of Illinois (the 'Sy ent originates, to the ba (s). The employer's part and regulations issued checking the box below execute this EFT Authori gree that I have read and d to the EFT Authorizati	rstem') is hereb ank account id ticipation in th by the System represents to ization on the d understand t fon by hand. I c	any authorized to prese entified on this page, a e Electronic Funds Tra , as amended from tin the System that he or employer's behalf. he terms of this EFT An ertify that this informa-	nt debit entries, which t and the bank is authoriz ansfer ('ET') program is ne to time. The person w she is an authorized age uthorization and accept ation is correct. I am aw	he ed to nt of its are

Account Number, Type, Name and Retirement Plan -

Enter the Account Number and select an Account Type (Checking or Savings) by using the dropdown box. Enter an Account Name that matches the account at your financial institution.

Select a **Retirement Plan** that will be used for this bank account (using the dropdown box). Retirement Plan options are All, Defined Benefit or Defined Contribution. Select All to use this bank account for both Defined Benefit and Defined Contribution payments.

Note: Defined benefit is the plan used to pay the current member and employer contributions (member TRS, employer TRS, member and employer THIS). Defined contribution is the Supplemental Savings Plan (SSP) offered by TRS.

Begin and End Date –

Enter a **Begin Date** using the first date you want TRS to begin using this bank account for payments. The Begin Date cannot be prior to the current date. The **End Date** can be left blank. *Refer to the Inactivate a Bank Account record section below for additional guidance with the End Date field*.

Agreement to EFT Authorization -

Read through the EFT authorization program and terms of use statement that is applicable for the entered banking information. To agree to the terms of this agreement, click the \Box ^{Confirmed by*} checkbox. The authorization agreement checkbox is mandatory to save the banking record. Users will not be able to save the banking information without first accepting these terms.

Save the record -

Once all the information has been entered, click save on the Add Account box. Upon save, the account number will be masked with only the last 4 digits displayed in the Banking table. Clicking care will delete all changes made to the Add Account screen.

A confirmation box will appear warning that you are about to close without saving the entered information. If you want to save your changes, click we click with the save your changes. You will be returned to the Banking screen.

Confirm		×
You are about to o Do you want to sa	close without saving your changes. Ive your changes now?	
Yes	No	

Banking Actions -

From the Banking screen, you can View, Edit or Delete the bank account(s) listed in the Banking table *(image below)*. To complete an action, click on the Action button record left of the Bank Account record.

Employer Portal – Banking Procedures

							🛨 Add Account	
Actions	Retireme	ent Plan	Account Type	Bank Name	Routing Number	Account Number	Begin Date	End Date ~
• View			Checking	ILLINOIS EDUCATORS CU	271189433	0123	04/23/2021	
🖉 Edit	ut	ion	Checking	ILLINOIS EDUCATORS CU	271189433	0456	04/23/2021	
🗓 Delete	В	enefit	Checking	ILLINOIS EDUCATORS CU	271189433	0789	04/27/2021	

View a Bank Account record -

To view a Bank Account record, click the Action button left of the record and then select View. The View Account box will appear *(image right)*; this is the current information on file for this banking record. To close the View box, click or or the in the top right corner of the window.

Edit a Bank Account record -

Edit allows you to make changes to the bank account information. Locate the Bank Account record you wish to edit from the Banking table and click the **Action** button left of the record and then select **Edit**. The **Edit Account** box will pop-up *(image right)*; use this box to make your edits to the Bank Account record.

Note: A bank account can only be edited if the current calendar date is a date prior to or an exact match of the Begin Date on the Bank Account record. If the current calendar date is a date after the record's Begin Date, the user will not have the ability to edit the Bank Account record.

Routing Number 071000343							
071000343							
Account Number	\bigcirc	No Bank Found					
	Aco						
9408	Che	ecking					
lease enter the name on	the account at	your financial instit	ution.				
Account Name							
Retirement Plan	Beg	in Date					
All	06/	/02/2003		End Date			
mployer through its auth ebit such account for the landatory and subject to eccutes this EFT Authoriz e employer who is author y checking the box below erms as if my signature w hat pursuant to the Illinoi	orized agent o payment(s). T the rules and u tation by check orized to execu v, I also agree t vere affixed to t is Pension Cod any record in ar	riginates, to the bar he employer's parti- regulations issued b ting the box below ri te this EFT Authoriz hat I have read and he EFT Authorizatio e, 40 ILCS 5/1-135, a attempt to defraud	Ik account cipation in y the Syste epresents t ation on th understand n by hand. iny person I TRS is guil	dentified on this the Electronic Fu m, as amended to the System that e employer's bel the terms of this certify that this who knowingly r to of a Class 3 for	s page, and the unds Transfer (* from time to tin at he or she is a half. is EFT Authoriza information is makes any false lony.	bank is authoriz EFT') program is ne. The person v n authorized age ation and accept correct. I am aw	zed to s who ent of t its vare lsifies
Close							
Close t Account Routing Number*							
Close t Account Routing Number* 071000343		Search	No Ban	k Found			
Close	Acc	Search (c) No Barr	k Found			
Close Close Confirmed by null. Close	Acco Ch	Search ()	No Ban	k Found			
Close	Acc Ch the account at	Search (ount Type * ecking	No Ban	k Found			
Close	Acc Ch the account at	Search (second second s	No Ban	k Found	-		
Close	Acc Ch the account at	Search (ount Type * ecking : your financial instit	No Ban v tution.	k Found			
Close Close Close Close Close Close Count	Acc Ch the account at	Search (contraction) ount Type * ecking : your financial instit	No Ban	k Found			

Once all edits have been made, you will need to click the Confirmed by* checkbox and then click Save. Clicking Cancel will revert all changes made to the Edit Account screen. A confirmation box will appear warning that you are about to close without saving your

changes. If you want to save your changes, click we click if you do not want to save your changes. You will be returned to the Banking screen.

Inactivate a Bank Account record -

If a bank account has been closed or is no longer needed for TRS contribution payments, the bank account should be inactivated. Locate the Bank Account you wish to edit and click the Action button left of the record and then select Edit. The Edit Account box will pop-up *(image above)*. To inactivate a bank account, enter a date in the End Date field. The End Date must be a future date from the current calendar date but no greater than 90 days from the current date.

Once the End Date has been entered, you will then need to click the Confirmed by*

checkbox and then click save. Clicking will revert all changes made to the Edit

screen. A confirmation box will appear warning that you are about to close without saving your changes. If you want to save your changes, click vs. Click view if you do not want to save your changes. You will be returned to the Banking screen.



Delete a Bank Account record -

From the Banking screen, click on the Action button left of the bank account record you wish to delete and then select **Delete**. A confirmation box will pop-up asking are

you sure you want to delete this account. Click we to delete the bank account record or click to return to the Banking screen. The Delete feature will permanently remove the bank account information from the Employer Portal.



Bank accounts that have been used by the employer to remit a payment to TRS will not be eligible to be deleted. The user will receive an error message stating "the account you are trying to delete has been used in the past and it cannot be deleted. If it is no longer valid it can be inactivated by adding an End Date to the account."

Refer to the Inactivate a Bank Account record section above for additional guidance with the End Date field.

Banking History -

The Banking History section will display the employer's historical and inactivated bank account information *(image below)*.

Employer Portal – Banking Procedures

命 Banking	g History (1) Inactive ban	k information.					
Actions	Retirement Plan	Account Type	Bank Name	Routing Number	Account Number	Begin Date	End Date 🗸
۲	All	Checking	FIFTH THIRD BANK	071000343	0000	04/23/2021	04/24/2021

Bank accounts listed in the Banking History table can be viewed. To View a bank account, click on the • button left of the Bank Account record.

The View Account box will appear *(image right)*; this window displays the account information associated with this historical bank record. To close the View Account box, click **Close** or the **S** button in the top right corner of the window.

WACCOUNC			
Routing Number 071000343	S FIFTH THIRD BANK		
Account Number 0000	Account Type Checking		
lease enter the name on the ac Account Name Test Account	count at your financial institution.		
Retirement Plan All	Begin Date 04/23/2021	End Date 04/24/2021	
eachers' Retirement System of mployer through its authorized ebit such account for the paym andatory and subject to the ru xecutes this EFT Authorization he employer who is authorized by checking the box below, I also erms as if my signature were aft	the State of Illinois (the "System") is I agent originates, to the bank acco- lent(s). The employer's participatic les and regulations issued by the S by checking the box below represe to execute this EFT Authorization co o agree that I have read and unders fixed to the EFT Authorization by h	hereby authorized to unt identified on this n in the Electronic Fun ystem, as amended fr nts to the System that on the employer's beh- stand the terms of this and. I certify that this i	present debit entries, which the page, and the bank is authorized tr dis Transfer ('EFT') program is rom time to time. The person who the or she is an authorized agent o alf. EFT Authorization and accept its information is correct. I am aware
hat pursuant to the Illinois Pens r permits to be falsified any rec Confirmed by Kornack, Ken	sion Code, 40 ILCS 5/1-135, any per ord in an attempt to defraud TRS is idra.	son who knowingly m guilty of a Class 3 feld	nakes any false statement or falsifie ony.