

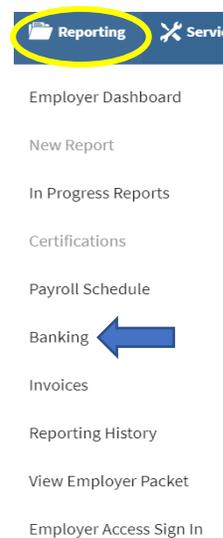
Employer Portal – Banking Procedures

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.



Actions	Retirement Plan	Account Type	Bank Name	Routing Number	Account Number	Begin Date	End Date
No Banking Available.							

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.

Add Account

Routing Number * Search

Account Number * Account Type *

Please enter the name on the account at your financial institution.

Account Name *

Retirement Plan * Begin Date * End Date

Teachers' Retirement System of the State of Illinois (the 'System') is hereby authorized to present debit entries, which the employer through its authorized agent originates, to the bank account identified on this page, and the bank is authorized to debit such account for the payment(s). The employer's participation in the Electronic Funds Transfer ('EFT') program is mandatory and subject to the rules and regulations issued by the System, as amended from time to time. The person who executes this EFT Authorization by checking the box below represents to the System that he or she is an authorized agent of the employer who is authorized to execute this EFT Authorization on the employer's behalf.

By checking the box below, I also agree that I have read and understand the terms of this EFT Authorization and accept its terms as if my signature were affixed to the EFT Authorization by hand. I certify that this information is correct. I am aware that pursuant to the Illinois Pension Code, 40 ILCS 5/1-135, any person who knowingly makes any false statement or falsifies or permits to be falsified any record in an attempt to defraud TRS is guilty of a Class 3 felony.

Confirmed by *

Save Cancel

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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 –

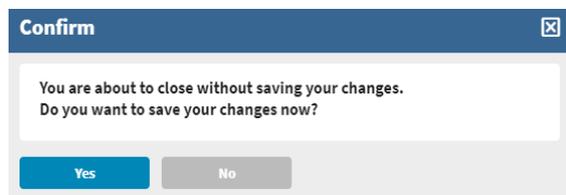
Enter a **Begin Date** using the first date you want TRS to begin using this bank account for payments. The Begin Date cannot be prior to the current date. The **End Date** can be left blank. *Refer to the Inactivate a Bank Account record section below for additional guidance with the End Date field.*

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 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  on the Add Account box. Upon , the account number will be masked with only the last 4 digits displayed in the Banking table. Clicking  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 . Click  if you do not want to save your changes. You will be returned to the Banking screen.



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  left of the Bank Account record.

Employer Portal – Banking Procedures

 **Banking** Active bank information designated for TRS payments.

 Add Account

Actions	Retirement Plan	Account Type	Bank Name	Routing Number	Account Number	Begin Date	End Date
 View		Checking	ILLINOIS EDUCATORS CU	271189433	...0123	04/23/2021	
 Edit	ution	Checking	ILLINOIS EDUCATORS CU	271189433	...0456	04/23/2021	
 Delete	Benefit	Checking	ILLINOIS EDUCATORS CU	271189433	...0789	04/27/2021	

View a Bank Account record –

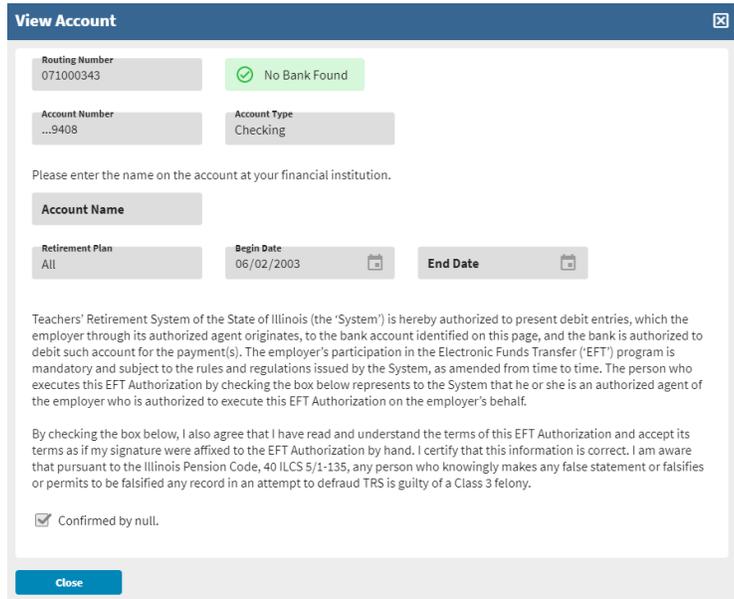
To view a Bank Account record, click the **Action**  button left of the record and then select **View**. The **View Account** box will appear (*image right*); this is the current information on file for this banking record. To close the View box, click  or the  in the top right corner of the window.

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.

Once all edits have been made, you will need to click the Confirmed by * checkbox and then click . Clicking  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



View Account 

Routing Number: 071000343 No Bank Found

Account Number: ...9408 Account Type: Checking

Please enter the name on the account at your financial institution.

Account Name:

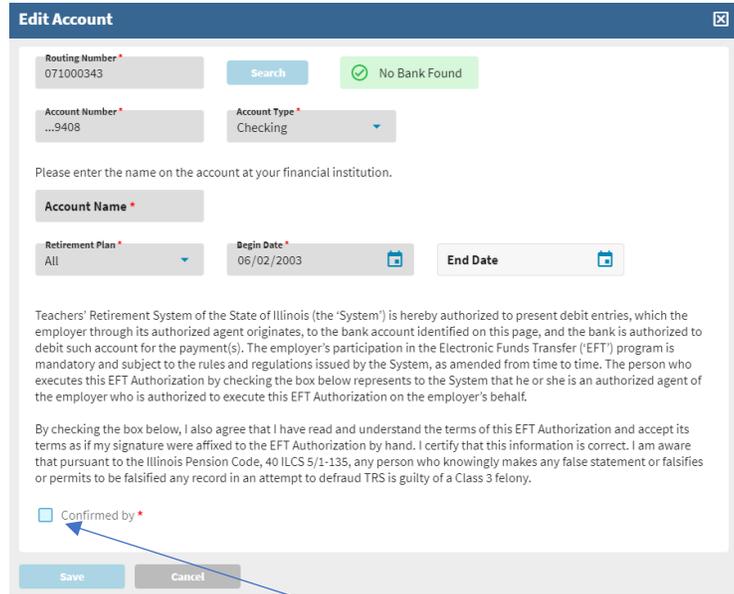
Retirement Plan: All Begin Date: 06/02/2003  End Date: 

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By checking the box below, I also agree that I have read and understand the terms of this EFT Authorization and accept its terms as if my signature were affixed to the EFT Authorization by hand. I certify that this information is correct. I am aware that pursuant to the Illinois Pension Code, 40 ILCS 5/1-135, any person who knowingly makes any false statement or falsifies or permits to be falsified any record in an attempt to defraud TRS is guilty of a Class 3 felony.

Confirmed by null.





Edit Account 

Routing Number * 071000343  No Bank Found

Account Number * ...9408 Account Type * Checking

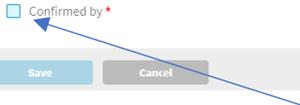
Please enter the name on the account at your financial institution.

Account Name *

Retirement Plan * All Begin Date * 06/02/2003  End Date 

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Confirmed by * 

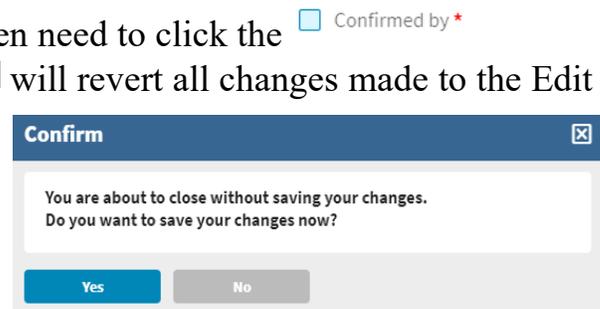
Employer Portal – Banking Procedures

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

Inactivate a Bank Account record –

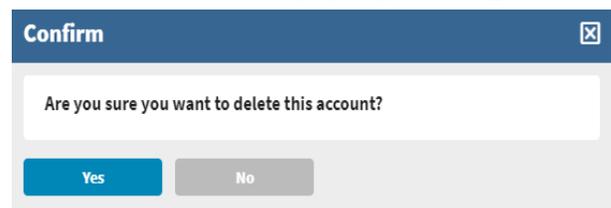
If a bank account has been closed or is no longer needed for TRS contribution payments, the bank account should be inactivated. Locate the Bank Account you wish to edit and click the **Action**  button left of the record and then select **Edit**. The **Edit Account** box will pop-up (*image above*). 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 . 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 . Click 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 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*).

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 **Banking History (1)** Inactive bank information.

Actions	Retirement Plan	Account Type	Bank Name	Routing Number	Account Number	Begin Date	End Date
	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  or the  button in the top right corner of the window.

View Account

Routing Number 071000343	 FIFTH THIRD BANK
Account Number ...0000	Account Type Checking

Please enter the name on the account at your financial institution.

Account Name Test Account		
Retirement Plan All	Begin Date 04/23/2021 	End Date 04/24/2021 

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Confirmed by Kornack, Kendra.

