

Bank Account Changes

The procedure to have an LEA's vendor file updated goes through an approval process at the USBE and State Finance. Incomplete or inaccurate documents submitted by the LEA will cause a delay in this process. To ensure the process goes smooth for all involved, please follow these simple steps:

- Fill out the form completely
- Provide all documents listed below (for either the EFT and/or ACH)
- All sensitive documents must be submitted through the LEA's Move-It account, under the *School Finance Folder*.
 - To request access to Move-It, contact Kirin.McInnis@schools.utah.gov
 - Who can have access to Move-It?
 - Districts- Business Administrators or Board Chair
 - Charters- Director or Board Chair
 - **Third party companies CANNOT have access to Move-It**
 - This includes contracted Business Manager and/or Director
 - Access is only given to school employees or members of the board
 - **Do not submit sensitive bank information through email!**
- Know which form you need to fill out
 - EFT- credits the LEA's account, ex: Monthly allotment
 - ACH- debits the LEA's account, ex: LEA has a loan with USBE

EFT

- Fill out all sections of the form and ensure authorized individual has signed it.
- Mark if it is a checking or savings account.
- Provide proof from institution of the account (voided check, monthly bank account statement, official letter from institution with account number, etc.).
- LEA's board chair notify USBE of bank account change. Send email directly to Von.Hortin@schools.utah.gov or Brett.Baltazar@schools.utah.gov.

ACH

- Fill out all sections of the form and ensure two (2) authorized individuals have signed it.
- Mark if it is a checking or savings account.

Incomplete forms will delay the process. The process already may take up to 4 weeks from when the USBE receives completed forms.