



# St. Cloud Area School District 742

Learning for a lifetime. It's our promise to you.

**Amy Skaalerud**  
Controller

**District Administration Office**  
1000 44<sup>th</sup> Ave N, Suite 100  
St. Cloud, MN 56303

Phone: 320-202-6851  
Fax: 320-529-4342  
Amy.skaalerud@isd742.org

Dear District 742 Official or Activity Worker,

Effective beginning with the 2012-2013 school year, all payments made for services performed at District 742 events are now made through direct deposit. This includes payments to sports officials, accompanists, event judges, or other activity workers.

Our records indicated that you have performed services for the District for which you have not been paid. To receive payment complete the enclosed Accounts Payable Direct Deposit Form and return it to us at the following address:

St. Cloud Area Schools  
Business Services Department  
1000 N 44 Avenue Suite 100  
St. Cloud MN 56303

**Please note that no payments for services performed will be made to you until the direct deposit information has been received.**

If you have any questions, please feel free to contact me by phone at 320-202-6851 or E-mail me at [amy.skaalerud@isd742.org](mailto:amy.skaalerud@isd742.org) , Thank you.

Sincerely,

Amy Skaalerud  
Controller

Enclosure(s)  
AS/be



Clear Lake  
Clearwater  
Collegeville  
Luxemburg  
Pleasant Lake  
St. Augusta  
St. Cloud  
St. Joseph  
Waite Park

DISTRICT 742 ACCOUNTS PAYABLE DIRECT DEPOSIT FORM

If you want to deposit to a checking account, please attach a voided check from your checking account (not a deposit slip).

If you prefer to have your check deposited to a savings account, please attach a deposit slip showing the bank name, account number, and the bank routing number.

Please indicate the type of account you will deposit to:

CHECKING ACCOUNT

SAVINGS ACCOUNT

Banking information must be submitted to the Business Office one week before the change will go in effect. Payment will not be made until the direct deposit information has been received.

Deposits are made available to your bank on the designated check date. If you would like to receive notification of the date and amount of your deposit(s) please provide an E-mail address below.

E-mail Address \_\_\_\_\_

Please attach your banking information and return this form to the Business Office at the following address.

Saint Cloud Area Schools  
Business Services Department  
1000 44<sup>th</sup> Avenue North, Suite 100  
St. Cloud, MN 56303

I authorize District 742 and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries made in error. If there are any other problems or adjustments needed, District 742 will work out details with me in person.

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\*\*\*Please staple check/deposit slip here.