



THE OFFICIAL FINANCIAL INSTITUTION OF SYIP

2023 SUMMER YOUTH INTERNSHIP PROGRAM

IMPORTANT: Please follow these steps to open your account at **EdFed – Educational Federal Credit Union**. If you do not complete your application by the **May 26th** deadline, **you may experience a delay in being paid.**

1. What do I need to open my account with EdFed?

- A minimum deposit of \$5 (this will be automatically debited from your first deposit to activate your account).
- Student's Social Security card – This can be the original, a copy or a digital photo
- One of the following government-issued, unexpired forms of identification such as:
Driver's License, State Identification, Passport/Passport Card, or Resident Alien Card
- Proof of physical address, if not listed on identification (verification is acceptable via student's MDCPS portal)
- Your Mother's Maiden Name (mother's last name at birth)
- Student's School ID Number

2. How do I open my account with EdFed?

- a) Go to www.edfed.org/2023internship and complete the Membership Application (Refer to Membership Application Resource Guide for assistance filling it out)
- b) Sign the application using either a pen, stylus, mouse, or touch pad (must be an original signature; cannot be a typed or template signature)
- c) Once you have completed and signed the application, follow one of the options below for opening your account:
 - i. If opening your account in-person, print your completed and signed application and bring it with you to your scheduled account opening day at your school or open your account at one of EdFed's seven branches or thirteen high school branches;
 - OR
 - ii. ***If not*** opening the account in-person, follow the Secure Email Resource Guide to send the application along with copies of your Social Security card, government-issued identification, and/or proof of physical address to EdFed via our secure email system.

3. When will I receive my Account, ATM or Debit Card information?

Usually within 7-10 business days after your account has been successfully opened. .

4. How can I access my accounts?

Once you have money in your account, you can make FREE withdrawals at any Publix ATM or an EdFed branch. You can use most any ATM machine, but most other ATMs will charge a fee.

5. What should I do with the Internship Direct Deposit Form in my new account packet that I received in the mail?

Give the form to your school champion **no later than May 26, 2023 or your payroll may be delayed.**

6. What if I lost my Internship Direct Deposit Form?

You can contact EdFed via email at syipaccounts@edfed.org, and a staff member will be glad to assist you in getting the form.

7. What happens if I miss the account opening deadline?

Your paycheck may be delayed until the next scheduled pay day.

8. Who do I contact if I have questions regarding internship assignments, internship placements or payroll?

Career & Technical Education (CTE) at: **305-693-3005**, cteinternships@dadeschools.net or visit www.ctemiami.net/internships-2023/

9. Who do I contact to find out if my account has been opened or for the status of my ATM/Debit card?

EdFed at: **305-270-5239** or via email at syipaccounts@edfed.org.