

1. Example of Single Account: If you only have one direct deposit account, it is also your "Balance" account. The amount deposited to this account would be the total amount of your "Net Pay".

Direct Deposit

Freda Falcon

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	
Checking	274972744	000000000	Balance		999	Edit

[Add Account](#)

2. How to make changes to an existing account – click the edit button to make changes

Direct Deposit

Change Direct Deposit

Freda Falcon

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

(example: 1 = first account processed)

[Save](#)

[Return to Direct Deposit](#)

* Required Field

3. How to add additional accounts (maximum of three accounts) click the Add Account button

Example of Multiple Accounts

If you have multiple direct deposit accounts, at one or more financial institutions, you will have an account for each direct deposited “Amount”, “Percent” and “Balance”. You can have multiple savings and/or checking accounts.

Example 1 – Direct Deposit by Amount

Your net pay is \$500 for this pay period. Using the example below your money would be distributed as follows: Deposit Order 1 - \$200, then the Balance \$300 (The rest of the deposit after Deposit Order 1 is deposited)

Direct Deposit

Freda Falcon

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Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings	274972744	000000001	Amount	\$200	1	Edit	Delete
Checking	274972744	000000000	Balance		999	Edit	

[Add Account](#)

Example 2 – Direct Deposit by Percent

Your Net pay is \$500 for this period. Using the example below your money would be distributed as follows: Deposit Order 1 – 10%, then the Balance 90% (The rest of the deposit after Deposit Order 1 is deposited)

Direct Deposit

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Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings	274972744	000000003	Percent	10%	1	Edit	Delete
Checking	274972744	000000000	Balance		999	Edit	

[Add Account](#)