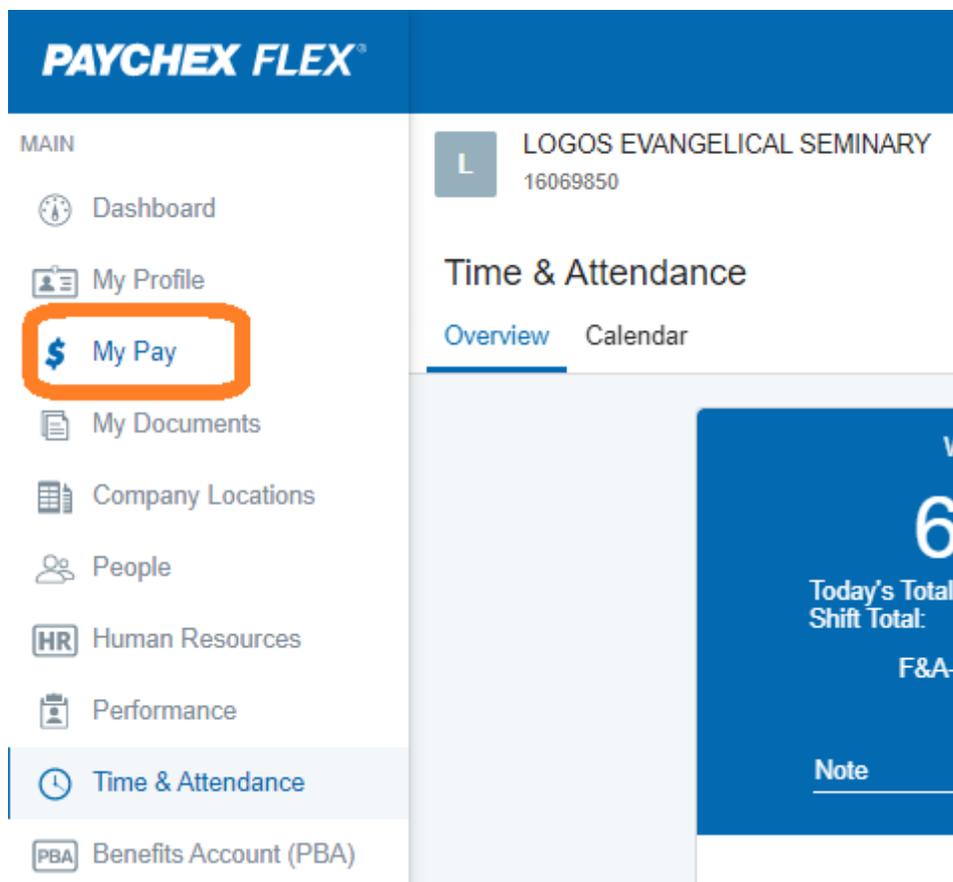


SOP PayChex - How to Update Your Direct Deposit Account(s) information for Your Payroll Deposit

5/12/2021

Attention: please be sure you enter correct routing number and account number of your bank account before proceeding. 請務必輸入正確的銀行賬戶資料，以免延誤薪資存入。

From Menu section, click on **My Pay** item



Click on the **Direct Deposit** tab. This is where you can find/review your current Direct Deposit account setting.

Menu

LOGOS EVANGELICAL SEMINARY
16069850

My Pay

Compensation Pay History Earnings & Deductions **Direct Deposit** Taxes

Bank Name Edit

MUFG UNION BANK, NA - Checking

Account Number [Redacted]
Routing Number [Redacted]
Account Type Checking
Used For Net Pay
Amount \$: [Redacted]

The **Edit** button is where you can update your Direct Deposit account(s) info.:

Menu

My Pay

Compensation Pay History Earnings & Deductions **Direct Deposit** Taxes

Bank Name Edit

MUFG UNION BANK, NA - Checking

Account Number [Redacted]

Now you may update/adjust your Direct Deposit account setting, including add or drop Bank Accounts

The Add Bank Account button is at the bottom.

Calculation
Remainder

Amount

+ Add Bank Account

Your employer can provide you a copy of your consent.

To add an account (this is where to enter Account Number and Routing Number)

Bank Account - Checking Delete

Account Number *

← You may need to enter twice.

Routing Number ⓘ
Enter 9 Digits

Account Type
Checking

Calculation
Percentage

Amount *
100%

You may define by percentage or dollar amount

Important – You are not done yet!

PayChex will prompt you to complete an account change form with a digital (drawing) signature required.

Submit the direct deposit change form.

[End of SOP]