Editing a Direct Deposit

Log into UTShare/PeopleSoft

Click on the Direct Deposit link under Payroll & Compensation

Click on the Edit button of the account you want to modify
# Direct Deposit

Review, add or update your direct deposit information.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amount or Percent</th>
<th>Deposit Order</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td></td>
<td></td>
<td>Amount</td>
<td>$90.00</td>
<td>1</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>Checking</td>
<td></td>
<td></td>
<td>Balance</td>
<td>999</td>
<td></td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Add Account

Return to UTZ Employee SS
If changing banks you will need to enter a new routing number – if you are just changing Account Numbers you would enter that. You then need to “Acknowledge the terms of Direct Deposit.”
payments in the financial institution(s) to the account(s) designated of which I am an authorized user and/or signer. I authorize the University to initiate debit entries to my account(s) for the purpose of correcting a previous deposit and authorize my Financial Institution to accept any credit or debit entries initiated by the University.

I understand it is my sole responsibility to verify with my financial institution the receipt of my payroll direct deposit funds prior to use of such expected funds. The University is not liable for any fees associated with insufficient fund charges.

This authorization is to remain in effect until the University has received a change action in such time and in such manner as to afford the University and Financial Institution reasonable opportunity to act on it. I also understand it is my responsibility to immediately update my direct deposit information if I become aware of any changes in status or banking information.

I understand that submitted direct deposit actions (new, changes, and stops) may take effect on the next payroll processing date, not the current payday.

Every employee may have a combination of direct deposits to three separate accounts and/or financial institutions.

If you need a Spanish version of these directions, please contact your Payroll Office.
Si necesita una versión en español de este acuerdo por favor póngase en contacto con la oficina de nómina (Payroll).

Thank you
After you click on Accept – it will return you to the previous page and you will be able to Submit the document. Click on the Submit button.

**Direct Deposit**

**Change Direct Deposit**

**Your Bank Information**

Routing Number: [ ] [ ] [ ] [ ] [ ] View check example

**Distribution Instructions**

Account Number: [ ] [ ] [ ] [ ]

*Account Type:* Checking

*Deposit Type:* Balance

Amount or Percent: [ ] [ ] [ ] [ ]

*Deposit Order:* 999 (Example: 1 = First Account Processed)

* Required Field

Submit
You will receive a notice that submit was successful – Click OK

Submit Confirmation

The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck

You can now Sign out of the application