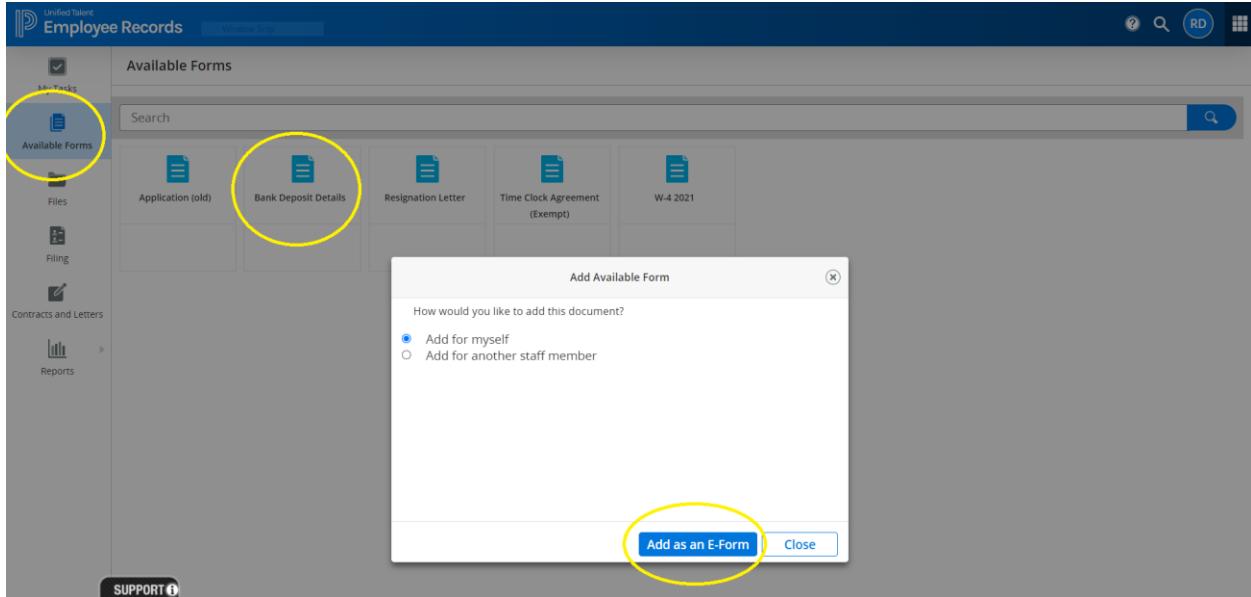


TALENT ED INSTRUCTIONS FOR ADDING DIRECT DEPOSIT

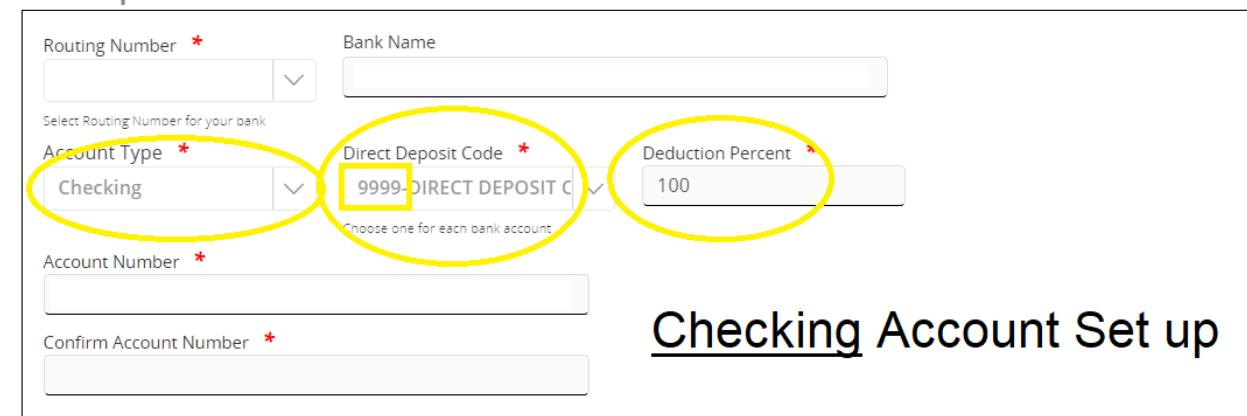
Instructions to add a new Direct Deposit for 100% to Checking Account:

Select Available Forms, Bank Deposit Details, Add for myself, Add as an E-Form.



Select 9999-Direct Deposit Checking for Direct Deposit Code, Enter 100 in Deduction Percent Field

Direct Deposit #1



Routing Number *	Bank Name
Select Routing Number for your bank	
Account Type *	Direct Deposit Code *
Checking	9999-DIRECT DEPOSIT C...
Account Number *	Deduction Percent
	100
Confirm Account Number *	

Checking Account Set up

Setting up a savings account- Select Account Type: Savings, Direct Deposit Code- 9998, Deduction Percent 100.

Direct Deposit #1

Routing Number * Bank Name

Select Routing Number for your bank

Account Type * Direct Deposit Code * Deduction Percent *

Select Routing Number for your bank

Choose one for each bank account

Account Number *

Confirm Account Number *

Savings account set up

Setting up two accounts: Select Account Type: Checking, Direct Deposit Code: 9999, Deduction Percent: 100, Then select add to add a second direct deposit. Select Account type for second direct deposit (9999 is for a second checking account, 9998 is for a savings account as the second account) Select Direct Deposit Code 9997-Specific Amount, Enter the Amount of the second direct deposit.

Direct Deposit #1

Routing Number *

Select..
Savings is code 9998

Bank Name

Select..

Account Type *

Select..

Direct Deposit Code *

Select..

Deduction Amount

100

Enter 100%, the system will deposit all that is remaining after the specific amount.

Account Number *

Confirm Account Number *

Setting up two accounts

Direct Deposit #2

There will be an add button here to select.

Add

Routing Number *

Select..

Bank Name

Select..

Account Type *

Select..

Direct Deposit Code *

Select..

Deduction Amount *

0 This will be a dollar amount.

0 This will be a dollar amount.

Account Number *

Confirm Account Number *