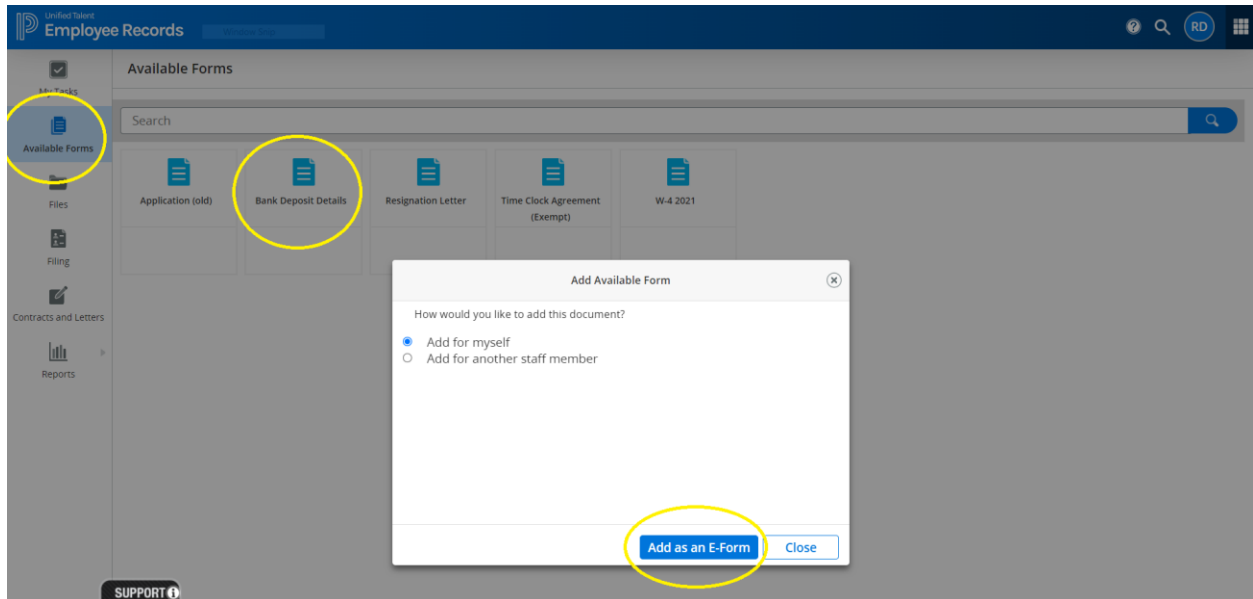


## TALENT ED INSTRUCTIONS FOR ADDING DIRECT DEPOSIT

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 \*  Deduction Percent \*

Choose one for each bank account

Account Number \*

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..	
Select Routing Number for your bank	
Account Type *	Direct Deposit Code *
Savings	9998-DIRECT DEPOSIT S
Choose one for each bank account	
Deduction Percent *	
	100
Account Number *	
Confirm Account Number *	

Savings account set up

Add

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 *	Bank Name	
Select..	Checking is code 9999 Savings is code 9998	
Account Type *	Direct Deposit Code *	Deduction Amount *
	Select..	100
Choose one for each bank account.		
Account Number *		
Confirm Account Number *		


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

## Setting up two accounts

### Direct Deposit #2

There will be an add button here to select.

Add

Routing Number *	Bank Name	
Select..		
Account Type *	Direct Deposit Code *	Deduction Amount *
Checking or Savings	9997-DIR DEP SPECIFIC	0 This will be a dollar amount.
Choose one for each bank account.		
Account Number *		
Confirm Account Number *		