

HOW TO ADD DIRECT DEPOSIT ACCOUNTS

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Employees can edit their direct deposit information on **my.payentry.com**, when the employer configures their account to do so.



- To add a new account, click the "Add Direct Deposit" link at the bottom.
- To change the order of priority of existing accounts, select the "**Change Order**" button.

1 Bos	ton Bank of	**5421	10.00%		
Cor	nmerce		10.00 %	0	8
2 Pay	entry Debit Card		\$1,000.00	0	8
3 Sta Tru	te Street Bank & st	**1118	All but \$50.00	0	8
4 Sco	tlabank	**1739	\$120.00	0	8
4 Scc	tiabank	~1739	\$120.00	0	



Input banking information:

4

5

- Account type: Choose if the account you are adding is a checking or a savings account.
- In the order field, fill out the priority of the account you are adding. The highest priority (1) is filled first, followed by the next. If the available funds cannot fill all of your direct deposit accounts, the lower priority accounts will not be filled. Similarly, if all accounts are filled and additional funds are left over, you will receive a paper check with the additional funds.
- Name on the account: enter the name of the person who owns the account.
- Account: Enter the account number.
- **ABA / Routing Number**: Enter the bank's routing number. For help locating this, please refer to the sample check at the bottom of the image.
- **Amount**: Enter the amount of your paycheck you would like to go to this account. This can be a flat amount or a percentage.
- Payment type: Select the method in which payments are calculated. (View last page).

Account Type	Checking	
Name on Account	Name on Account	
Account	Account Number	
ABA Routing	ABA Routing	
Amount	100	
Payment Type	Percentage of net pay to be deposited	•
You can fin following cl	d your routing number and account number on your neck sample:	r checks as shown in the
You can fin following cl MAREST Fas Two Isome MAREST Research Add 213 Provide Control Provide	d your routing number and account number on your neck sample:	r checks as shown in the

Once all the information is input, click "Save."



Payment Types

Flat Dollar Amount (or remainder of net pay if it is less than the amount)

The amount specified is the amount of money that will be deposited into the specified account. Any additional funds are deposited into the next account by priority or issued as a paper check. If, for example, you specify an amount of \$100, and earn \$150, then only \$100 is deposited into the account. If you were paid \$75, then all \$75 would be deposited into the specified account.

Flat Dollar Amount (or 0 if remainder of net pay is less than the amount)

The amount specified is the amount of funds that will be deposited into the specified account. However, if the funds to deposit are less than the amount, then nothing will be deposited. For example, if you specify an amount of \$100 and earn \$150, then \$100 is deposited. If you earned \$75, then no money would be deposited.

Percentage of Net Pay to be Deposited

The amount entered is a percentage of net pay that will be deposited into the specified account. For example, if you have an amount of 10, then 10% of the net pay will be deposited into the account.

All Except a Specific Amount

All of the remaining pay will be deposited except for the amount specified. For example, if you specify an amount of \$10 and you earn \$150, then \$140 would be deposited into the account.