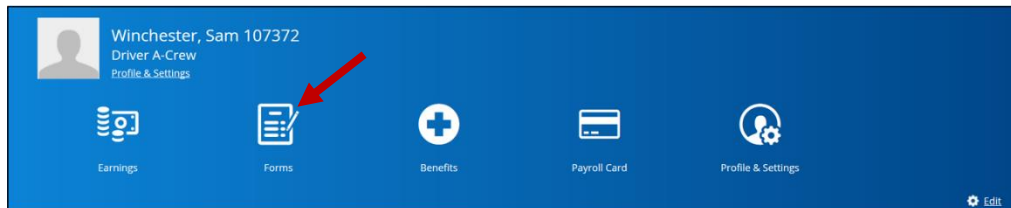# DIRECT DEPOSIT/PAY CARD

Whether electing to sign-up for direct deposit or existing pay card change or deposit, DayForce makes it easy.
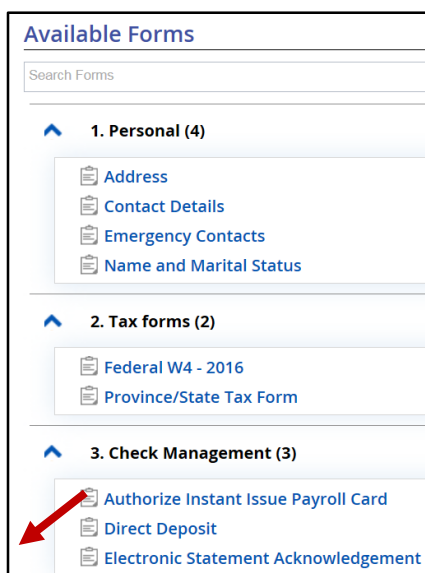
1. Login in to DayForce using your username and password.

2. From the Home Screen select Forms.

3. For Direct Deposit, select **Direct Deposit**

4. The following screen will show what it will look like when you have information for one account entered into the Direct Deposit option.

Direct Deposit

Winchester, Sam 107372
Status: Active   Employee Number: 107372

Direct Deposit Information
This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

If you select a payroll card pay method, do not specify a routing transit number or account number. These fields will be automatically assigned by the system.

➕ Add   ⬆ Move Up   ⬇ Move Down

Priority ▲	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit i...	View/Edit
18	☑	Savings	273972897	LINN AREA CU	554236911...	0	☐	View/Edit

Comment
☐ Add comment to the employee's file.

💾 Save Draft   ✔ Submit   Cancel   🖨 Print

5. If you want to enter more than one option for direct deposit, click on + Add and enter the additional account information. Once you have entered all information, use the ↑Move Up or ↓Move Down option to determine the priority in which pay will be added to the accounts.

Direct Deposit

Winchester, Sam 107372
Status: Active   Employee Number: 107372

Direct Deposit Information
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If you select a payroll card pay method, do not specify a routing transit number or account number. These fields will be automatically assigned by the system.

➕ Add   ⬆ Move Up   ⬇ Move Down

Priority ▲	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit i...	View/Edit
	☑	Savings	273972897	LINN AREA CU	554236911...		☐	View/Edit

Comment
☐ Add comment to the employee's file.

💾 Save Draft   ✔ Submit   Cancel   🖨 Print

6. If you need to view or edit this information, click the ⟨View/Edit⟩ box on the far right. The pop-up box will resemble this:

Editing Direct Deposit ✕

Sample check image	ⓘ
Remainder	☑
Pay Method *	Savings ▾
Routing Number *	273972897
Financial Institution	LINN AREA CU
Account # *	55423691111
Reenter Account # *	
Amount	
Is Deposit in Percentage	☐

[OK] [Cancel]

From this screen you can add new account information, or delete old. Click OK when all information is complete.

7. To authorize an instant use payroll card you follow Steps 1 & 2 but select Authorize Instant Issue Payroll Card on Step 3.

^ 3. Check Management (3)

- 📋 Authorize Instant Issue Payroll Card
- 📋 Direct Deposit
- 📋 Electronic Statement Acknowledgement

8. A pop up window will appear allowing you to enter all the required information needed to authorize the payroll card. Enter all required areas marked with a red asterisk and click on Submit.

Authorize Instant Issue Payroll Card

Winchester, Sam 107372
Status: Active   Employee Number: 107372

Use this form to authorize an instant issue payroll card to yourself. Enter the 16 digit Card Number from the front of the payroll card. Use the Direct Deposit form to have any or all of your pay check applied to your active payroll card."

Details

Card Number*	Reason	Cardholder Reference Number
!		

Enrollment Contact Information

Address*	Address Line 2	Address Line 3
123 Mister Way		

City*	State*	Country*
Marion	Iowa ▼	USA

County	Zip Code*	
	52302	

Home Phone*		
555 555 5555		

[Save Draft] [✓ Submit] [Cancel] [Print]