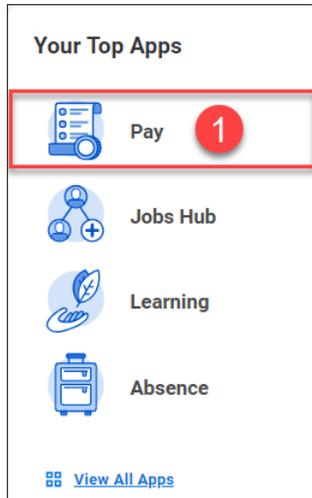


# Update Direct Deposit/Tax Withholdings

From your **Apps** (or from the menu), click the **Pay** tab to add or update your direct deposit information or Tax Withholdings.

1. Click **Pay**.



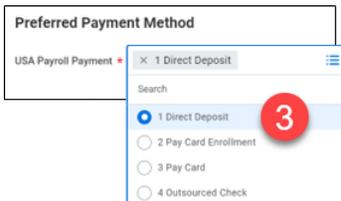
## Direct Deposit

To add or update your direct deposit information:

1. In the **Elections** section, click **Direct Deposit**.



2. Click **Add** (or **Update** if you are making changes to an existing Payment Election).
3. Select or update your Preferred Payment Method. For example, **1 Direct Deposit**.



4. Enter or update your **Account information**. See the sample check for an example of the required fields.
5. Click **OK** to update the account information.

**Account Information**

Account Type \*  Checking 4  
 Savings

Routing Transit Number \*

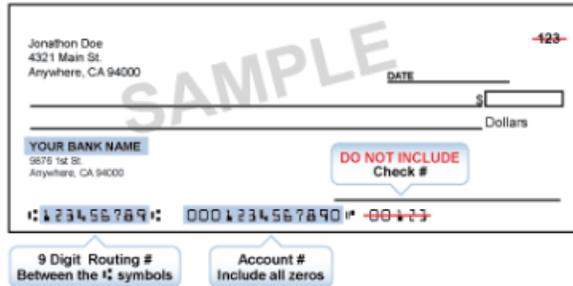
Account Number \*

Bank Name \*

Bank Identification Code

Account Nickname (optional)

5



## Tax Withholding Elections

To update your tax withholding elections:

1. In the **Tax Withholding Forms** section, click **Tax Withholding Forms**.

Pay

Pay

- 📁
**Elections**
  - Payment Elections
  - Direct Deposit
  - Withholding Elections
- 📁
**Workday Payslips**
  - Payslips
- 📁
**ADP Earning Statements and W2s**
  - ADP Registration Instructions
  - ADP
- 📁
**Tax Withholding Forms**
  - Tax Withholding Forms
  - Tax Withholding Admin