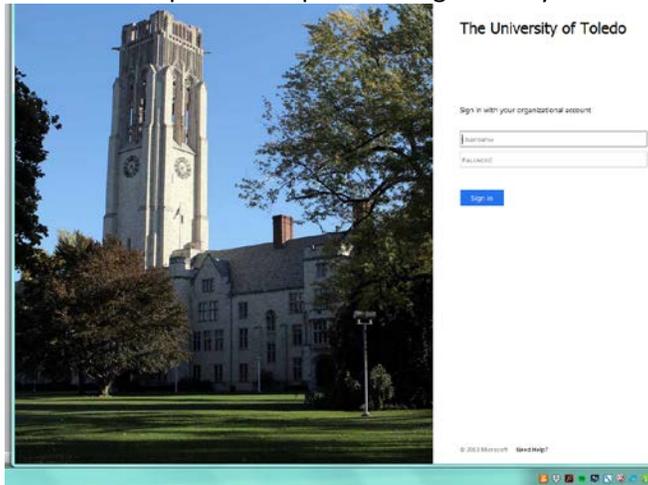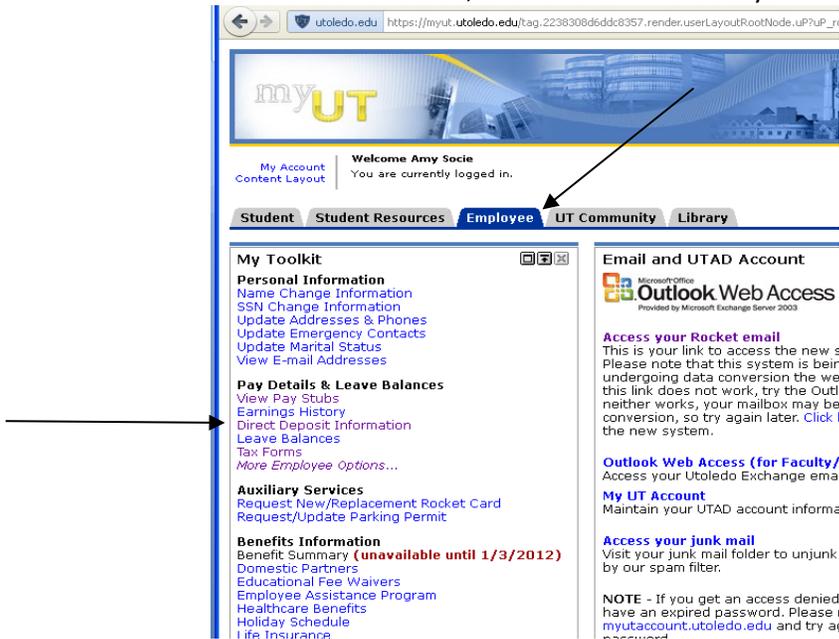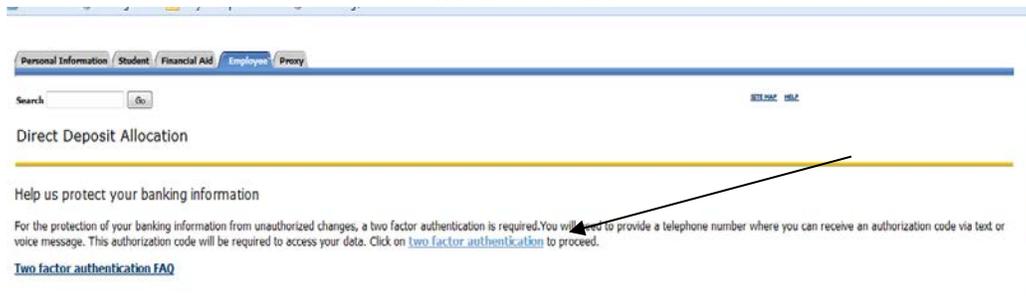# Direct Deposit

You must set up Direct Deposit through the MyUT Portal.

Once you log in using your UTAD name and password, you must click on the "Employee" tab. From the employee tab, there will be a set of links on the left hand side; click on the link that says "Direct Deposit Information".

After clicking this link, it will bring up a page explaining two factor authentication. Click on "two factor authentication" within the text.

After that it will ask you to sign in using UTAD one more time.

After you log in again, it will take you to a screen asking if you want a text or a voice message for a confirmation code.
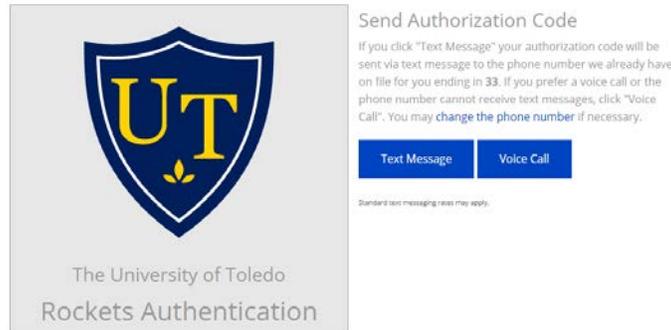
The University of Toledo
Rockets Authentication

Send Authorization Code

If you click "Text Message" your authorization code will be sent via text message to the phone number we already have on file for you ending in **33**. If you prefer a voice call or the phone number cannot receive text messages, click "Voice Call". You may change the phone number if necessary.

Text Message   Voice Call

Standard text messaging rates may apply.

After you make your selection you will receive a text/voice message with a 6 digit number. You will then type in the code on the screen below and click next.
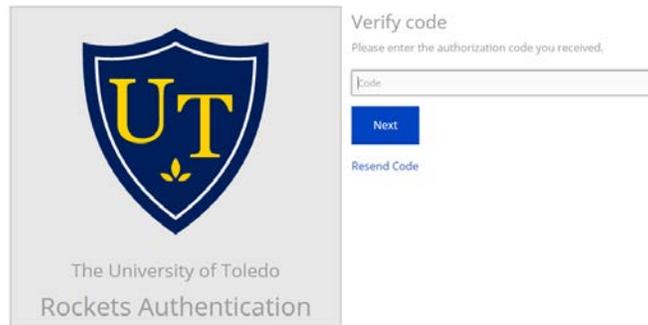
The University of Toledo
Rockets Authentication

Verify code

Please enter the authorization code you received.

Code

Next

Resend Code

You will then be directed to the main direct deposit allocation screen. Please follow the directions on the next page, depending on the action you with to take.

PLEASE NOTE: If you have multiple accounts set up, your final account must have 100% entered.
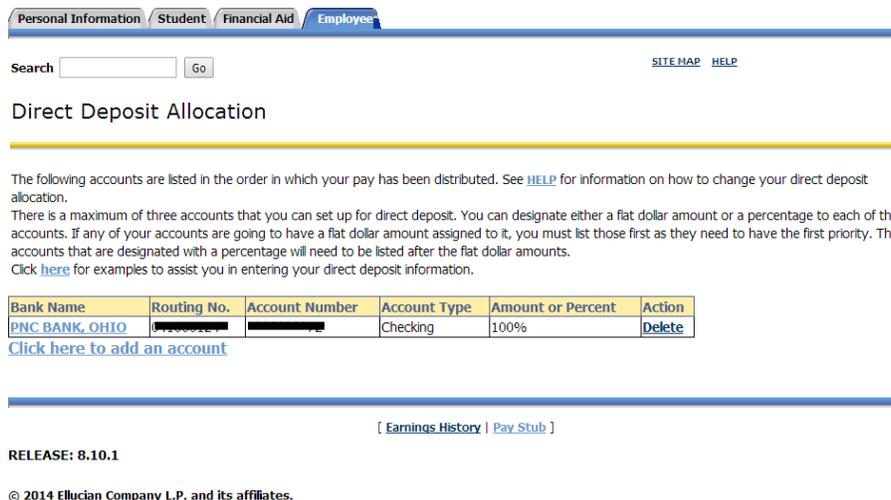
| Personal Information | Student | Financial Aid | **Employee** |

Search [   ] Go   SITE MAP   HELP

Direct Deposit Allocation

The following accounts are listed in the order in which your pay has been distributed. See **HELP** for information on how to change your direct deposit allocation.

There is a maximum of three accounts that you can set up for direct deposit. You can designate either a flat dollar amount or a percentage to each of the accounts. If any of your accounts are going to have a flat dollar amount assigned to it, you must list those first as they need to have the first priority. The accounts that are designated with a percentage will need to be listed after the flat dollar amounts.

Click **here** for examples to assist you in entering your direct deposit information.

Bank Name	Routing No.	Account Number	Account Type	Amount or Percent	Action
PNC BANK, OHIO			Checking	100%	**Delete**

Click here to add an account

[**Earnings History** | **Pay Stub**]

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To Add:

Click the "Click here to add an account" link.

Search [____] Go   SITE MAP   HELP

Direct Deposit Allocation

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There is a maximum of three accounts that you can set up for direct deposit. You can designate either a flat dollar amount or a percentage to each of the accounts. If any of your accounts are going to have a flat dollar amount assigned to it, you must list those first as they need to have the first priority. The accounts that are designated with a percentage will need to be listed after the flat dollar amounts.

Click here for examples to assist you in entering your direct deposit information.

Bank Name	Routing No.	Account Number	Account Type	Amount or Percent	Action
PNC BANK, OHIO	0▓▓▓▓▓▓	▓▓▓▓▓▓	Checking	100%	Delete

Click here to add an account

[Earnings History | Pay Stub]

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Insert banking information and click "Continue".

Direct Deposit Allocation

The initial set up time for the direct deposit is approximately one week. Please complete this form as soon as possible to avoid delays.

IMPORTANT NOTE: Employee must be an account holder of the account specified; a joint account can be used. Incomplete or incorrect information may delay the transfer of funds. This authority is to remain in effect until The University of Toledo has received notification from the employee.

Sample:

Below is the current bank account information that is on your payroll direct deposit record.

Bank Name	Routing No.	Account Number	Account Type	Amount or Percent
PNC BANK, OHIO	▓▓▓▓▓▓	4▓▓▓▓▓▓	Checking	100%

I hereby authorize The University of Toledo to initiate electronic funds transfers to my account (check one):

○ **Savings** account at the bank indicated below
○ **Checking** account at the bank indicated below

Routing No: [_____] [_____]
Account Number: [_____]
Amount or Percent [_____] [Please Select ▾]

[Continue]

To Delete:

Click the delete button under "Action."

Click "Submit" to verify your change.

To Change:

Click on the bank you'd like to change under "Bank Name".

Edit any information from this screen and click "Continue".

Below are some examples to assist you in entering your direct deposit information.

Direct Deposit all funds into one (1) account.

# of Accounts Used	Action Desired	Priority Set Up	Percent or Amount
1	All funds direct deposited to one account	1	100%

Direct Deposit all funds into two (2) accounts. (One account a specific amount with the remainder deposited into another account)

# of Accounts Used	Action Desired	Priority Set Up	Percent or Amount
2	$50 to one account and balance to deposit into another account	1	$50
		2	100%

 Please note the last priority needs to be 100%.

Direct Deposit all funds into two (2) accounts. (Percentage into each account)

# of Accounts Used	Action Desired	Priority Set Up	Percent or Amount
2	60% deposited into 1st account, balance to 2nd	1	60%
		2	100%

 Please note the last priority needs to be 100%.

Direct Deposit all funds into three (3) accounts. (Specific amount into first account, specified percentage to two accounts)

# of Accounts Used	Action Desired	Priority Set Up	Percent or Amount
3	$50 into 1st account, 60% to 2nd account, balance to 3rd.	1	$50
		2	60%
		3	100%

 Please note the last priority needs to be 100%.

<p style="color:red;text-align:center">PLEASE NOTE: If you have multiple accounts set up, your final account must have 100% entered.</p>