You can set up direct deposit in Employee Self-Service. It’s a very simple process to get started.

2. Under Dartmouth Employee Self-Service, click on Direct Deposit.
3. Choose which account (if you have multiple accounts) you want your Accounts Payable reimbursements to be deposited into.
4. Click on Update
5. Under Preferred AP Account, enter Yes
6. Click on Apply

***Please note that there is an update process that needs to run overnight before the direct deposit selection will take effect.
Update Deposit Payment

To return to the main menu, click the 'Home' link above.

* Indicates required field

**TIP** Payments containing new bank account information will be paid by check until the bank account information is verified.

**TIP** One, and only one, account may be identified as the Preferred AP Account for expense reimbursements.

**TIP** Please refer to the Direct Deposit FAQ for additional information on how to complete this form.

To complete the form, the user is prompted to provide information about the account, including:

- Currency
- Amount Type
- Amount
- Account Name
- Account Type
- Preferred AP Account

Additionally, the form includes a template for a check, with fields for:

- Name
- Account Number
- Date
- Payee
- Amount
- Routing Number
- Bank Account Number
- Check Number

The form also includes options to indicate whether the account is preferred and a check template for verifying the information.