

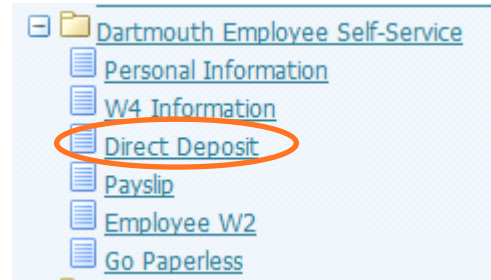
Setting-Up Direct Deposit

Friday, November 4, 2016 7:54 AM

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

1. Go to: Employee.Dartmouth.edu.
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.



Direct Deposit

[Cancel](#) [Continue](#)

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

Employee Name
Organization Email Address
NetID

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.

* Indicates required field

Employee Payments

*Priority	Payment Type	IAT	Account Type	Account Number	Amount Type	*Amount	Currency	Update	Delete
1	Deposit		Checking Account		Monetary		US Dollar		
2	Deposit		Checking Account			Remaining Pay	US Dollar		

[Cancel](#) [Continue](#)

Update Deposit Payment

Cancel **Apply**

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

Employee Name
Organization Email Address
NetID

* 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.

Payment Method **Direct Deposit**

International ACH Transaction (IAT) ⓘ

Currency	US Dollar	* Account Number	<input type="text"/>
Amount Type	Monetary ▾	* Transit Code	<input type="text"/>
* Amount	<input type="text"/>	* Bank Name	<input type="text"/>
* Account Name	SCU - Checking	* Bank Branch	<input type="text"/>
* Account Type	Checking Account ▾	Preferred AP Account	Yes ▾

NAME _____ 123
ACCOUNT NO. _____
DATE _____
PAY TO THE ORDER OF _____ \$ _____
DOLLARS
THE BANK OF WASHINGTON
QUALITY LOCAL BANKING
FOR _____
⑆ 125108366 ⑆ 123456789 ⑆ 123
ABA / Transit Routing Number Bank Account Number Check Number

Preferred AP Account Yes ▾