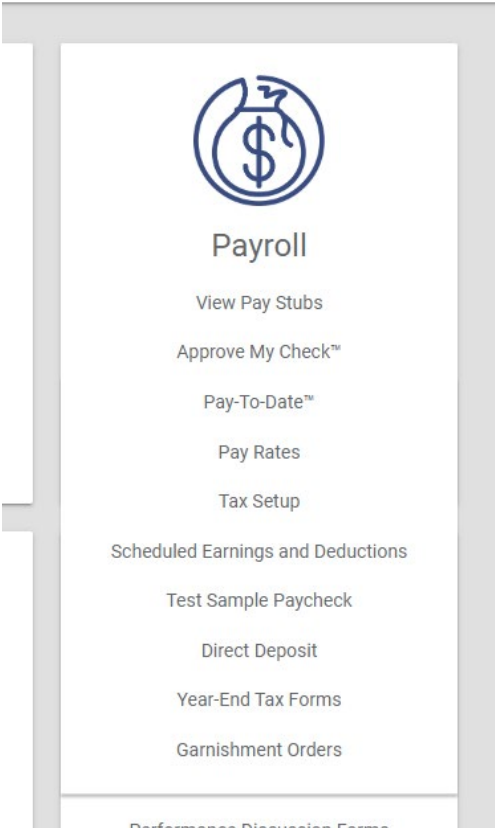
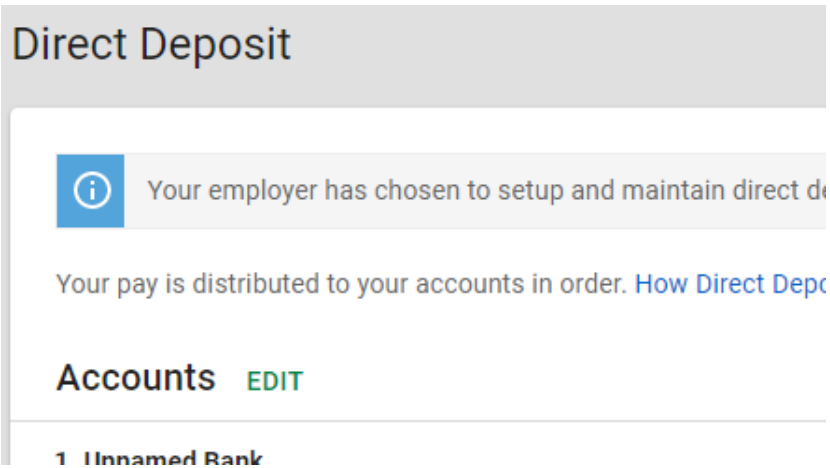


Paycom – How to Change your Direct Deposit Information (Change your Bank)

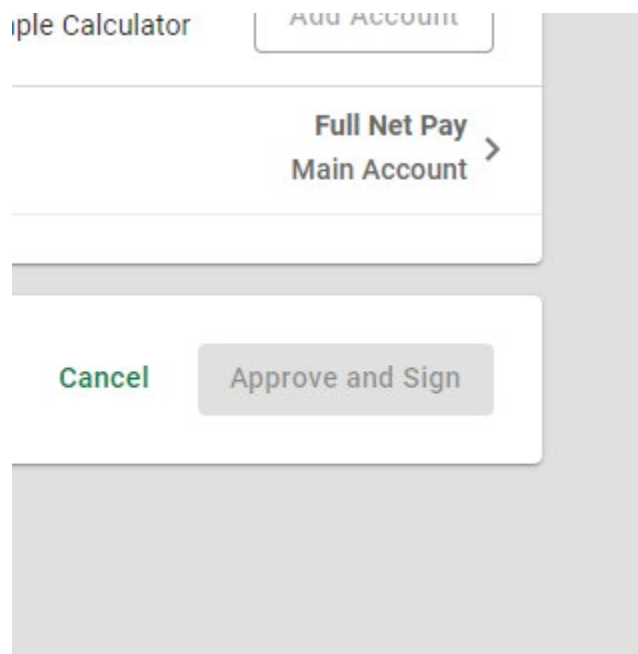
- Under Payroll, click on the down arrow to get the full menu to appear.
- Click on Direct Deposit.



- It will open to a screen for direct deposit information; the number is secure so you will not see the full account number on this screen. Click on the green **EDIT**



- On the right side, click on: full net pay main account **arrow**: which will open to a screen showing where your paycheck is currently going.



- If you need to change your Bank Account, this is where you do that.
- Options of Bank Account, Pay Card and Paper Check appear. (Note: paper check is not available so do NOT select that as an option. We do not issue paper paychecks.)
- If you are changing your Bank, you will need to update the Routing Number and the Account Number both on this Screen. Please make sure you know which is which and that you enter it correctly, because we cannot edit the information for you.
- This process must be done by the employee; the office cannot do this for you due to security.