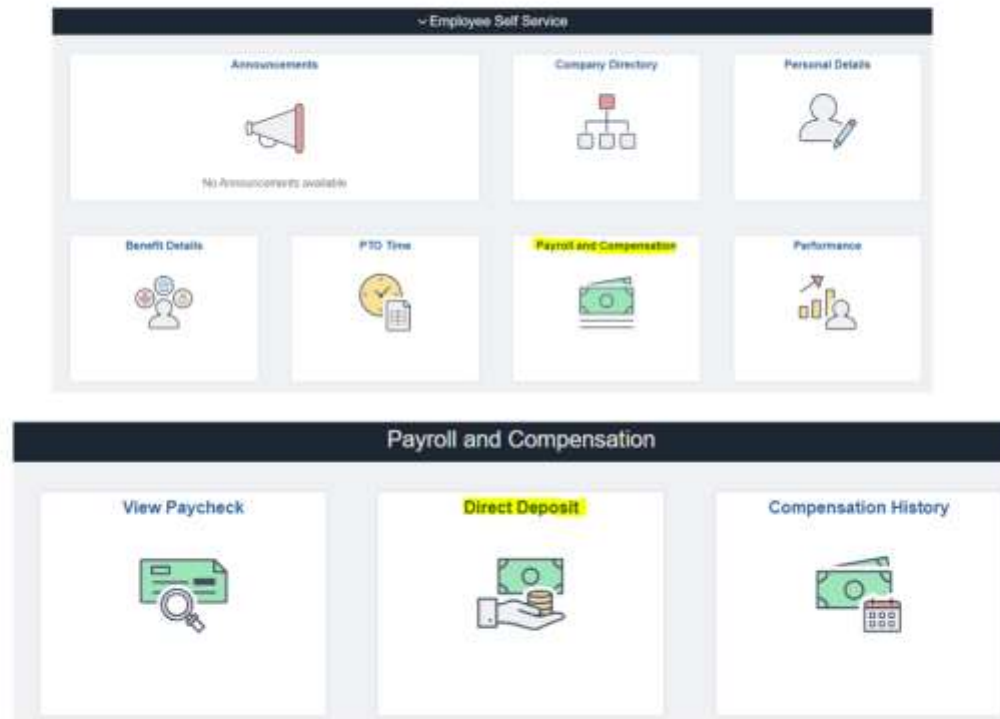


# Direct Deposit



# Direct Deposit

< Payroll and Compensation

## Security Check

For your security, we ask you that you answer the following questions.

**Security Check Questions**

Date of Birth (MM/DD/YYYY):

Last 5 digits of your SSN: XXX-X  -

Enter the most recent NCHS payroll check deposited in your bank account.

Last 4 digits of your bank routing number: XXXXX

Last 3 digits of the amount deposited: \$ XXX  -

Submit

If you are unable to access this information, please contact the payroll department at [payroll.corrections@nicklaushealth.org](mailto:payroll.corrections@nicklaushealth.org) for assistance.



Please Note: You will need your account number and bank routing number. When prompted to enter the security questions of the last four of your routing number and last deposit amounts you will enter zeros for this first time. After you receive your first paycheck, you will then enter the corresponding amounts if any changes need to be made.

Review, add or update your direct deposit information:

Direct Deposit Details						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove
Checking	██████	██████	Balance of Net Pay	999		

Pay Statement Print Option

[Add Account](#)

**100** Will result in \$100 deposit and remainder will be in paper check mailed to the address on file

**100%** To deposit total pay in one account

**Your Bank Information**

Routing Number  [View Check Example](#)

**Distribution Instructions**

Account Number

Retype Account Number

\*Account Type

\*Deposit Type

Amount or Percent

\*Deposit Order  (Example: 1 = First Account Processed)

[Submit](#)

Employees may add **multiple** accounts for direct deposit distribution. When setting up accounts, please follow these guidelines for **deposit types**:

- **Deposit Type: Balance of Net Pay**  
This should be selected for your **primary account**—the account that will receive the remainder of your paycheck **after all other deposits have been made**.
- **Deposit Type: Amount**  
Use this option if you want a **specific dollar amount** of your paycheck deposited into an account.
- **Deposit Type: Percent**  
Select this if you want a **specific percentage** of your paycheck deposited into an account.
- **Important: Only one account** can be assigned the "Balance of Net Pay" deposit type.
- Once banking information has been entered, please ensure to double check the information keyed in is correct and the correct amount or percent or amount is listed.

# Electing a Beneficiary

