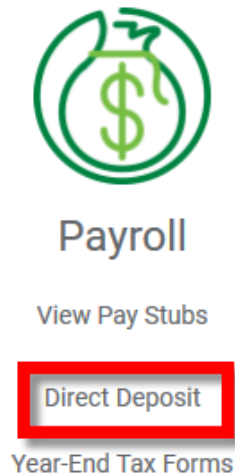


ADDING A DIRECT DEPOSIT

The following steps should be followed after you have successfully logged into Paycom.

Step 1: To add a direct deposit, select “Direct Deposit” from the Payroll tile.



Step 2: Select the Account Type and enter in the Routing Number & Account Number.

The image shows the "Direct Deposit" form. At the top, there is a header "Direct Deposit". Below it, the section "Main Account - Net Pay" is visible, followed by a red asterisk and the text "* Indicates Required Field". There are three input fields: "Account Type" with radio buttons for "Checking" (selected) and "Savings"; "Bank Name" (a text input field); "Routing Number" (a text input field); and "Account Number" (a text input field). The "Account Type" section, the "Routing Number" field, and the "Account Number" field are all highlighted with red rectangular boxes.

Please note that direct deposit will no longer go through an approval process. It's very important that you enter the correct routing number which can be found on your check. If you are not sure of your routing and account numbers, please check with your bank.

Step 3: Click the box “By Selecting this check box and clicking Update, I have agreed to the terms within the Direct Deposit Authorization Agreement.” Then click “Update Direct Deposit Information.”

☐ By selecting this check box and clicking Update, I have agreed to the terms within the [Direct Deposit Authorization Agreement](#)

Changes will not be applied unless you click "UPDATE"

CANCEL

UPDATE DIRECT DEPOSIT INFORMATION

CHANGING A DIRECT DEPOSIT

Step 1: To change your direct deposit, select “Direct Deposit” from the Payroll tile.



Payroll

View Pay Stubs

Direct Deposit

Year-End Tax Forms

Step 2: Select the Account Type and enter in the **new** Routing Number & Account Number.

Direct Deposit

Main Account - Net Pay ⓘ

* Indicates Required Field

Account Type *

- ☒ Checking
☐ Savings

Bank Name

Routing Number *

Account Number *

Please note that direct deposit will no longer go through an approval process. It's very important that you enter the correct routing number which can be found on your check. If you are not sure of your routing and account numbers, please check with your bank.

Step 3: Click the box “By Selecting this check box and clicking Update, I have agreed to the terms within the Direct Deposit Authorization Agreement.” Then click “Update Direct Deposit Information.”

☐

By selecting this check box and clicking Update, I have agreed to the terms within the [Direct Deposit Authorization Agreement](#)



Changes will not be applied unless you click "UPDATE"

CANCEL

UPDATE DIRECT DEPOSIT INFORMATION

DELETING A DIRECT DEPOSIT

Step 1: To delete your direct deposit, select “Direct Deposit” from the Payroll tile.



Payroll

View Pay Stubs

Direct Deposit

Year-End Tax Forms

Step 2: To delete your direct deposit, scroll down and click on “Clear Fields” or you can simply delete the Routing Number and Account Number.

Direct Deposit

Main Account - Net Pay ⓘ

* Indicates Required Field

Account Type *

☒ Checking

☐ Savings

Bank Name

Routing Number *

12100

Account Number *

3250590

CLEAR FIELDS

CANCEL

Step 3: Scroll down and click the box “By Selecting this check box and clicking Update, I have agreed to the terms within the Direct Deposit Authorization Agreement.” Then click “Update Direct Deposit Information.”

☐ By selecting this check box and clicking Update, I have agreed to the terms within the [Direct Deposit Authorization Agreement](#)



Changes will not be applied unless you click "UPDATE"

CANCEL

UPDATE DIRECT DEPOSIT INFORMATION