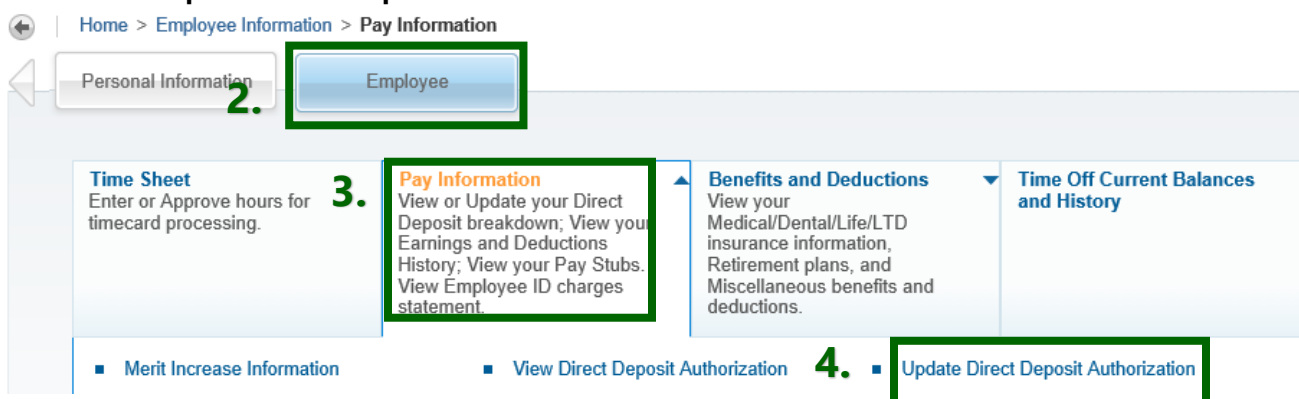


# Set Up New Direct Deposit Authorization

1. Log into **BearWeb** → [www.baylor.edu/bearweb](http://www.baylor.edu/bearweb)
2. Click on **Employee**
3. Click on **Pay Information**
4. Click on **Update Direct Deposit Authorization**



\* - indicates a required field.

## Add Allocation:

5. **Bank Routing Number:** \*

**Account Number:** \*

**Account Type:**  ▼

**Remaining Amount:**

**Amount or Percent:**   ▼

6.

Contact the Payroll Office x2217 if your Bank Routing number is not accepted

5. Enter the below information:

- **Routing number** (see "Sample" below for location on a check)
- **Account number** (must be the **FULL** account number not just the last 4 digits)  
(**DO NOT** enter your debit card number here)
- **Account Type** (choose Checking or Savings)
- **Amount or Percent** (input the dollar amount or percentage to go to this account)  
(If **all** of your check will be going here, input 100 percent)

\*If setting up multiple accounts, the last account entered **MUST** be 100% (this means 100% of the remaining amount will go into that account).

6. Click **Save**

