

Direct Deposit Quick Reference Guide

1. Login to [MyFIU](#)
 2. Navigate to: Employee Self Service/Payroll Tile/Direct Deposit Tile
 3. Answer the Security Check Questions and click 'Submit'.
 4. If you are adding a new account: a maximum of four accounts are allowed and one account must be designated as a balance account.
 - Click on the plus button
 - In the "Bank" section, enter your 9 digit Routing Number and Checking and/or Savings Bank Account number.
Note: For reference you can select the "View Check Example" hyperlink for specific information needed to complete the request.
 - In the Distribution Instructions section complete all the following information:
 - Select Account Type from the drop-down menu.
 - Enter Deposit Type (remember that one account must be designated as your balance type).
 - Enter desired Amount or Percentage (only needed for deposit types of amount or percent as selected above).
 - Click Save to process your new banking information.
 5. If you are deleting an account:
 - Select the account to be deleted.
 - Click on the "Remove" button.
 - If you are replacing the only existing full balance account, please edit the information instead of deleting. If you delete your only existing account, you will be unable to add a new account until the following day.
 - If the balance account needs to be deleted, the system will ask you to assign one of your other existing accounts as a remaining balance account.
- Tips:
 - You can make several changes on the same day, except when deleting the only existing account.
 - When a second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list.
 - If three or four accounts are added, you can click on the "Reorder" button and reorder the percentage or balance accounts by dragging the equal sign.
 - Direct Deposit is a condition of employment. [Policy 1710.095](#)