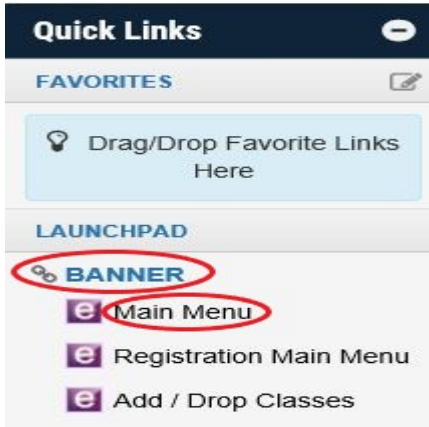# HOW TO ADD DIRECT DEPOSIT INFORMATION FOR YOUR 529 ACCOUNT
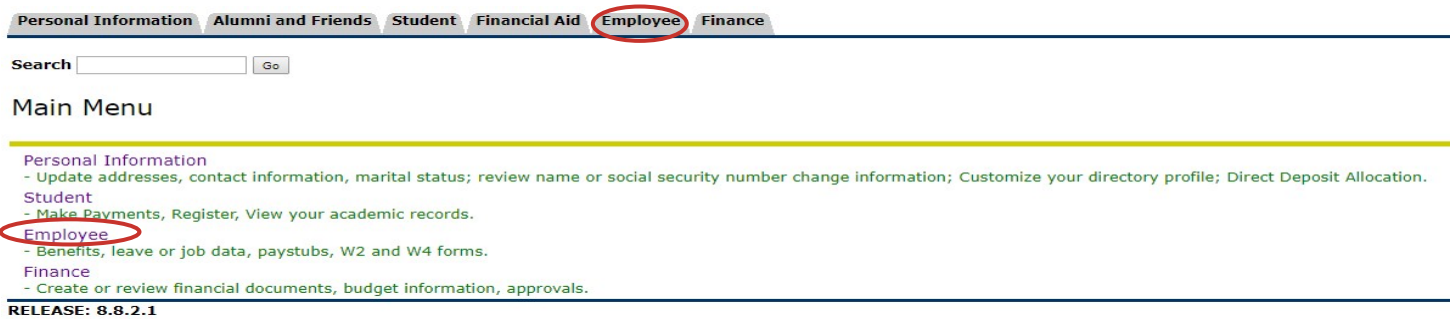
1. From my.usu.edu, click BANNER
2. Click Main Menu

or

1. Scan this QR code with your phone camera
2. Click on pop-notification to take you to banner.usu.edu

3. Enter A# and strong password, followed by Duo authentication
4. Enter your 529 direct deposit account as Priority 1.

3. From the Main Menu, click the Employee tab (or click Employee from the list of options)

4. Pay Information is where you add your direct deposit information

5. Click Direct Deposit Allocation
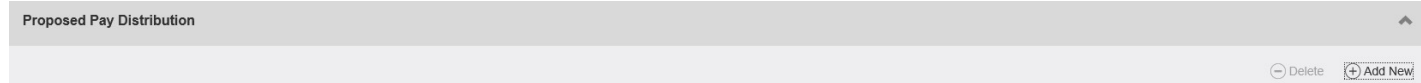
6. Then click <u>Direct Deposit</u>

Direct Deposit

Create, view and update your direct deposit allocation(s).

7. Add 529 Account under Proposed Pay Distribution

-Click on **+Add New**

Proposed Pay Distribution	⌃
	⊖ Delete ⊕ Add New

8. Click on choose to <u>create new</u> bank account

Add Payroll Allocation   ✕

Choose an option:

◯ Create from existing account information

🔘 Create new

Bank Routing Number ⓘ	**Account Number** ⓘ	**Account Type**
Bank Routing Number	Account Number	Select a Type ⌄

Amount   **Priority**

◯ Use Remaining Amount

🔘 Use Specific Amount | 1 ⌄ |

Enter Amount

◯ Use Percentage

☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL | SAVE NEW DEPOSIT

If you don't see any bank information, try a different internet browser.

Please call Payroll if you have questions 435-797-1059 or email payroll@usu.edu