HOW TO ADD DIRECT DEPOSIT INFORMATION FOR YOUR 529 ACCOUNT

- 1. From my.usu.edu, click BANNER
- 2. Click Main Menu



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



 Enter A# and strong password, followed by Duo authentication
 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)

or

Personal Information Alumni and Friends Student Financial Aid Employee Finance
Search Go
Main Menu
Personal Information - Undate addresses, contact information, marital status: review name or social security number change information: Customize your directory profile: Direct Deposit Allocation,
Student
- Make Payments, Register, View your academic records.
- Benefits, leave or job data, paystubs, W2 and W4 forms.
Finance - Create or review financial documents, budget information, approvals.
RELEASE: 8.8.2.1

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

Employee

Employee Profile
- Pay stubs, earnings and deductions history.
Pay Information
- Direct deposit allocation, earnings and deductions history, or pay stubs.

5. Click Direct Deposit Allocation

Pay Information

Direct Deposit Allocation Earnings History Pay Stub Deductions History

6. Then click Direct Deposit



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 Delete

8. Click on choose to create new bank account

oose an option:		
Create from existing account inf	ormation	
Create new		
Bank Routing Number (i)	Account Number	(i) Account Type
Bank Routing Number	Account Number	Select a Type 🛛 😽
Amount	Priority	
🔘 Use Remaining Amount		
Use Specific Amount	<u> </u>	
Enter Amount		
O Use Percentage		
By checking this box, I autho	prize 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