CHANGING FROM PAYROLL CARD TO DIRECT DEPOSIT

**Step 1) Remove Payroll Card**
- Log in to Web4U
- Employee Tab
- Pay Information
- Direct Deposit Enrollment
- Update Direct Deposit Allocation
  - *if you do not see this link, it is because payroll is processing. Try again in 2-3 business days*
  - Click on the bank name you want to inactivate- Check the inactivate box
    - Click Save- If it was successful, a green check mark will appear at the top

**Step 2) Set up new Direct Deposit account**
- Add allocation
  - Bank Routing Number
    - If you get an error, it is likely that your specific bank is not yet set up in our system. You will need to email Payroll with your routing number – HR.Payroll@wwu.edu
  - Account Number (NOT your debit or credit card number)
  - Select account type: Checking or Savings
  - If you are setting up more than one bank for DD, put a check box in Remaining Amount to have the remainder of your paycheck deposited to your 2nd priority bank account after the amount is deposited in your 1st priority bank account.
  - Put a checkbox in Payroll Deposit
- Confirm with Payroll about Direct Deposit activation – email HR.Payroll@wwu.edu

*Wait until your first paycheck is deposited into your bank account before moving on to Step 3*

**Step 3) Contact US Bank** – 1.877.474.0010 [www.usbankfocus.com](http://www.usbankfocus.com) 121 W Holly St, Bellingham
- Log in to your US Bank account and transfer remaining funds to bank of your choice
- Cancel your card- if you do not do this, you will accrue inactivity fees after one year