

How to Change Your Direct Deposit in Records

Purpose: This document provides a step-by-step instruction on how to submit a change to your direct deposit bank information

Process:

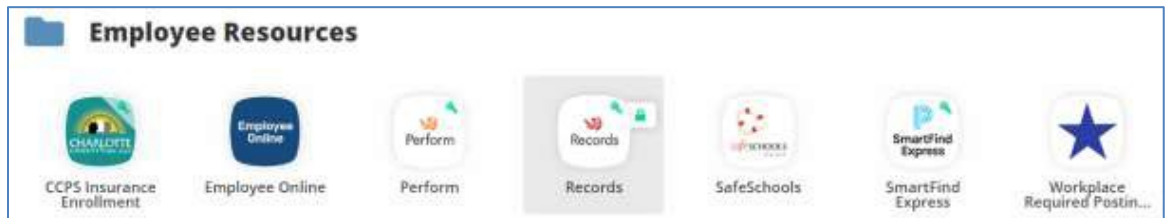
- 1) Open ClassLink



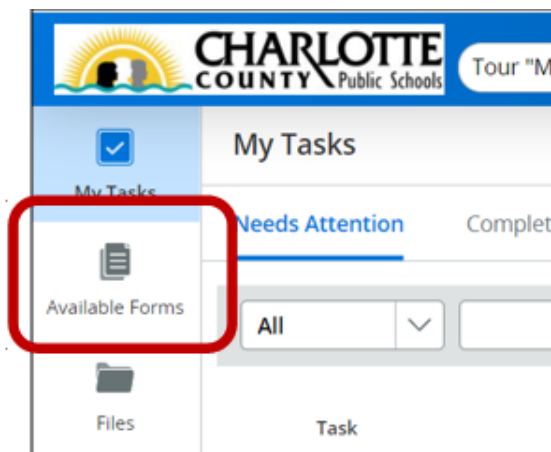
- 2) Locate and click the folder titled: **Employee Resources**



- 3) Locate and click **Records**

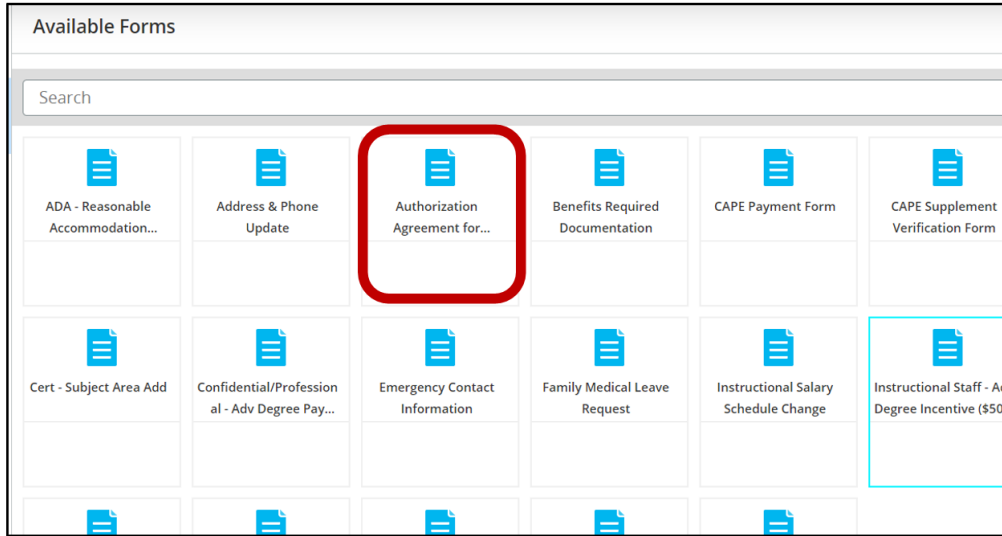


- 4) In Records, click **Available Forms** (near top left of screen)

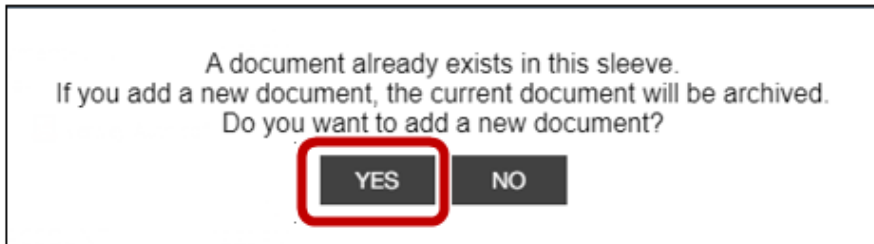


- 5) Locate and click on the item titled: **Authorization Agreement for Automatic Deposits**

User Guide – How to Change Your Direct Deposit in Records



The following message will display. Select **Yes**.



6) Complete the **Authorization Agreement for Automatic Deposits**

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

XXX-XX-XXXX or XXXXXXXXX

Choose One *

- New Authorization
- Change of Authorization
- Payroll
- School/Dept.

You must choose one of the following pay options: *

- Direct Deposit (information must be filled in below)
- Pay Card (for information click on the link below)

If you are interested in the Pay Card option review the following document.
[Pay Card Information.pdf](#)

PRIMARY ACCOUNT

Type of Account
▼

Financial Institution Name

Financial Institution Address

7) When complete, select Save Final



This completes the form.
It will now be sent to payroll for processing.

