<u>**How to Change Your Direct Deposit in Records**</u>

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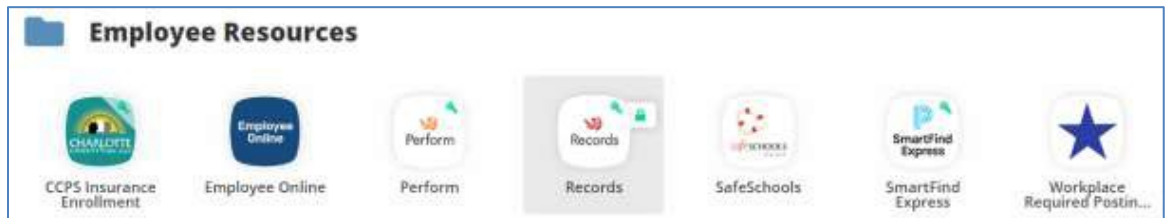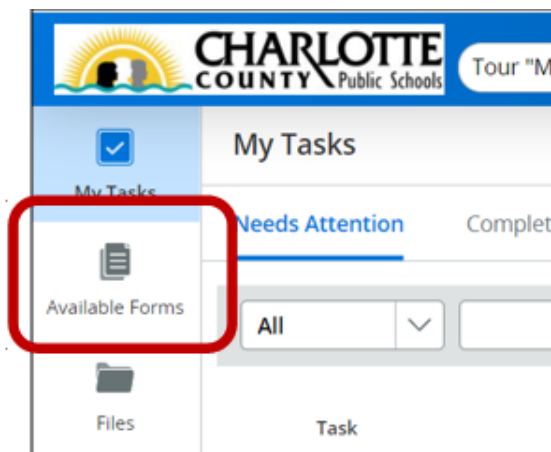
Process:

1) Open ClassLink

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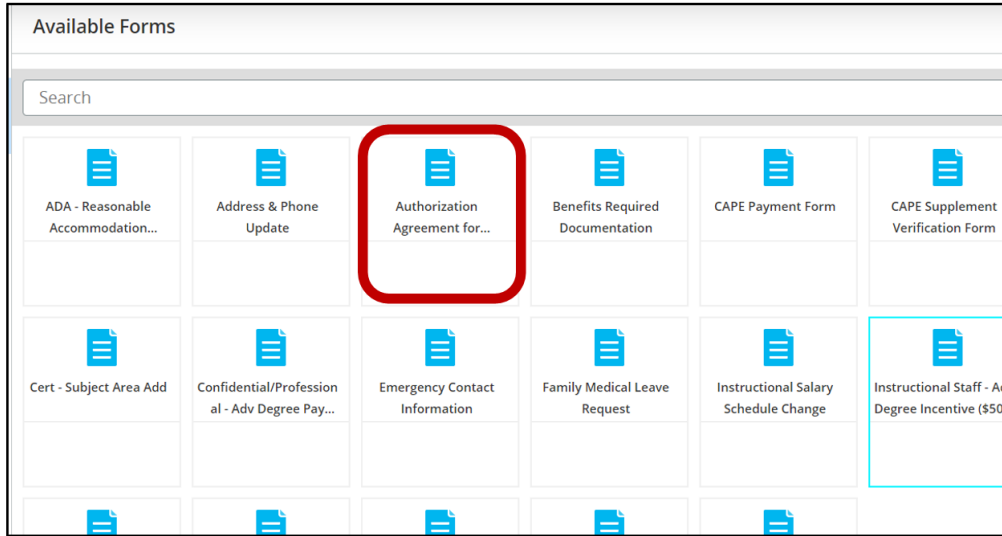

3) Locate and click **Records**

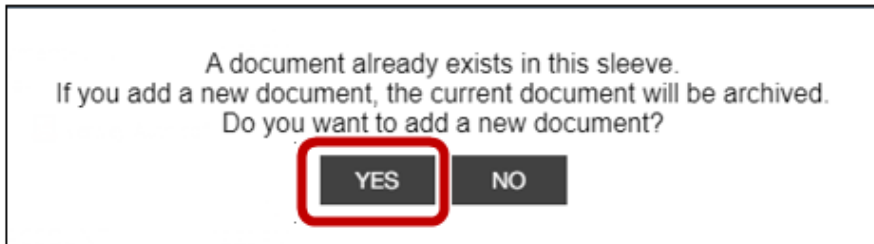4) In Records, click **Available Forms** (near top left of screen)

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

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

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

7) When complete, select Save Final

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