

# Update Direct Deposit

## Instructions

1. Log into mySeattleU and select the **"Banking Information"** tile.
2. On the main Banking Information page, any active accounts should already be listed. Select the **arrow** next to an account to edit your existing information, or **"View All"** to see all related accounts.

Active Accounts

+ Add an Account

New banking information requests will take 10 days to be verified. After the verification period, and payroll has processed the request, the updated banking information will be effective for the next paycheck and the new account will be listed as verified. Please contact payroll at payroll@seattleu.edu if it is not updated after 10 days.

Payroll Deposits	Verification	Amount	Deposit Priority	View All
Wells Fargo Bank NA	✓ Verified	Balance	Last	>

© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

3. To add new banking information, select **"Add an Account"** in the top right.
4. On the next page, toggle the **"Activate"** button next to payroll deposit. This will expand deposit options for the new account.

Banking Information

< Back

New Deposit

Bank Account Usage  Not applicable

Payroll Deposit  Activate

Next Cancel

© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

5. After filling out effective date, end date, and the amount of your paycheck you want deposited, select **"Next."**

Banking Information

< Back

New Deposit

Bank Account Usage

Payroll Deposit  Activate  Not applicable

Effective Date

**i** This new banking information will take 10 days to be verified. After the verification period, the updated banking information will be effective for the next paycheck. Contact payroll at payroll@seattleu.edu if it is not updated after 10 days.

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance

Specific Amount

Remaining Balance

Deposit Priority

New Account	Balance	🔒
Wells Fargo Bank NA	Balance	🔒

Next
Cancel

6. A smaller window will pop up. Enter your banking details, and scroll down to review and approve the terms and conditions.

Edit Bank Account Details

**New Account**

Account Nickname

Country of Bank

Routing Number \*

[View sample check image](#)

Bank Account Number \*

[View sample check image](#)

Re-enter Bank Account Number \*

[View sample check image](#)

Account Type

Back
Submit

7. Hit "**Submit.**" Once submitted, this new banking information will take 10 days to be verified and will be effective for the next paycheck after verification. Please contact payroll at [payroll@seattleu.edu](mailto:payroll@seattleu.edu) if it is not updated after 10 days.