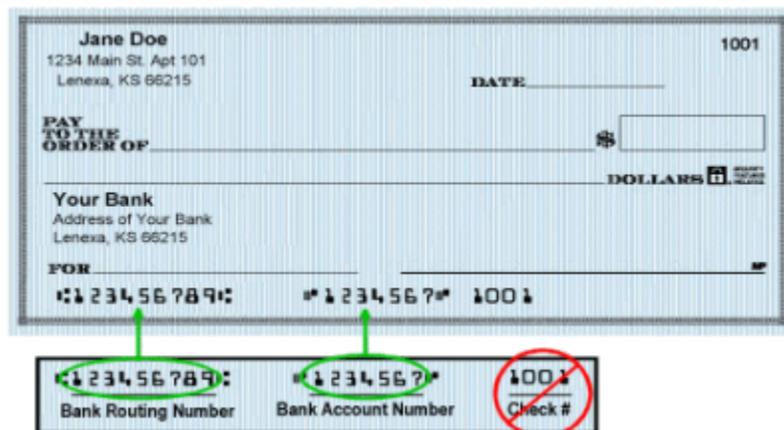




## Direct Deposit Online Set-Up Instructions

1. Log into myTC portal (my.tc.columbia.edu)
2. Click on "TC Services" tab
3. Choose "Direct Deposit Allocation"
4. **If you have never set up direct deposit before . . . .**
  - a. Click on **Add New Direct Deposit** on the bottom of the page
  - b. Enter your **Bank Routing Number**:
    - i. As seen in the example below, your routing number is found in the bottom left corner of your checks
    - ii. If this is a saving account, you may need to contact your bank and ask them for your account routing number



- c. Once the routing number is entered, the bank name will be automatically generated to the right. If these do not match, please stop and contact Payroll Office directly. We will need to see a voided check in order to update the routing number and bank name association. If the bank name does match, please continue to the next field
- d. Enter your **Account Number**. This should be the next series of numbers found on your check after the routing number. Be sure that you do not include your check # as shown above
- e. Indicate if this is a checking or saving account in **Account Type**.
- f. Choose if this is going to be a flat dollar amount or percentage you are contributing to this account. IF YOU WANT ALL OF YOUR PAYROLL CHECK TO GO INTO THIS ACCOUNT, PLEASE ENTER 100 PERCENT.
- g. **\* If you want to split this between multiple accounts:**
  - Enter the percentage or dollar amount less than 100% of your paycheck and then click on Save

- Enter the other account information the same as above under Add Allocation
- Then select remaining amount for the rest of your payroll check to go into the last account added. Please note the account with remaining amount check would always have the lowest **Priority**

5. **If you currently have Direct Deposit setup, but need to change it:**

- a. Following step 1 through 3 and click on the bank name under your current allocation to update the existing account
- b. Check the box next to **inactivate** to turn the existing account off and select save; you can then follow the above steps to set up a new account
- c. \* To Add additional account(s): Update the existing account's **Amount or Percent** so it's less than 100% and follow steps 4 to add any additional account (s)

**\*REMEMBER:** When splitting over multiple accounts, be sure that one account is always setup with "**Remaining Amount**" checked.