

# UPDATING YOUR DIRECT DEPOSIT INSTRUCTIONS

## Submit Your Changes through Employee Self-Service

To update your direct deposit instructions using a computer or smart phone, log into Employee Self-Service at [www.accessmyhrinfo.com](http://www.accessmyhrinfo.com) and click on the *Payroll* tile and then the *Direct Deposit* tile.

If you are setting up direct deposit for the first time, click on the *Add Account* button.

**Direct Deposit**

Please carefully read these important instructions. You are responsible for the accuracy of your bank routing and account numbers.

- Use a **check** or **bank-generated direct deposit form** to enter the routing and account number(s). **DO NOT** use information from a deposit slip.
- Click the **+** button to add a new account or click on the **>** next to the account you wish to update.
- Please **add** any new accounts **before deleting** a current account. **You must have one account that indicates Remaining Balance** before attempting to direct money to other accounts.
- Use the Reorder button to change the order that money is directed to your accounts. The Remaining Balance account must be the last account and will receive any funds not directed to other accounts.
- You may designate up to **three** accounts.
- Direct deposit changes will be pre-noted. Until the new account takes effect, you will receive a live check via U.S. Postal Service.

Please note: Your pay advice history is available 24/7 via Employee Self-Service. If you work in a state that requires the ability to print a pay statement and you are unable to do so, please contact us.

For assistance, contact us at: [Payroll@thgrp.com](mailto:Payroll@thgrp.com) or 1-800-303-0408

**Accounts**

**Add Account**

You have not added any direct deposit account information.

**Pay Card Option**

**No** I do not have a bank account, please assign me a pay card.

By submitting my direct deposit information on this page, I authorize The Heritage Group (THG, or its agent(s) to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries made in error to the above mentioned checking and/or savings accounts each pay period. I acknowledge that the information on this page will be provided to the designated financial institution, and/or its agent(s) for the purpose of processing payments. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. laws, and this authority will remain in effect until alternate arrangements are made. Failure to provide the requested information may delay or prevent the receipt of payments through the Direct Deposit and Electronic Funds Transfer program of THG.

If you have an existing account and want to add another account, click on the **+** button:

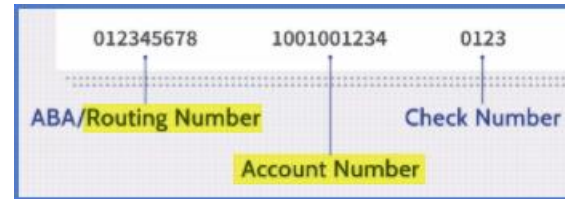
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking100	Direct Deposit		XXXXXX	Checking	Remaining Balance

## Carefully add your account information.

When you are finished, select **Save** in the upper righthand corner of the screen.

If you have more than one account, click the *Reorder* button to change the order that money is directed to your accounts. The *Remaining Balance* account must be the last account in the list of your accounts.

- 1) **Bank Section:** Double check your *Routing Number* and *Account Number*. Here's an example:



- 2) **Pay Distribution Section**

- **Account Type:** Select *Checking* or *Savings*
- **Deposit Type:**
  - **Remaining Balance:** If you have only one account, you will select *Remaining Balance*. Your net pay (after applicable taxes and deductions are applied) will be deposited to your primary account. If you have more than one account, this again is the account that your remaining net pay will be deposited to after you elect an *Amount* or *Percent* to a second account.
  - **Amount:** If you have more than one direct deposit account, you may add a flat dollar amount to be deposited to a designated account. For example, direct \$200.00 deposited to your Savings Account.
  - **Percent:** If you have more than one direct deposit account, you may add a percentage amount to be deposited to a designated account. For example, direct 10% deposited to your Savings Account.

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#### Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
100	Checking100	Direct Deposit		XXXXXXXX	Checking	\$250.00	>
101	Savings2	Direct Deposit		XXX	Savings	\$100.00	>
Last	Checking200	Direct Deposit		XXXXXX	Checking	Remaining Balance	>

Reorder