

## Direct Deposit Information and Instructions

You may designate up to three (3) different accounts and/or Financial Institutions for your direct deposit. Depending on the availability of funds, all or part of the fixed amount will be taken. **DO NOT** close an existing account without notifying Payroll Operations first. Failure to do so will delay your receipt of a paycheck.

### Creating a Direct Deposit

This information should be entered at Employee Self Service (ESS) at the following website: [www.ucflex.uc.edu](http://www.ucflex.uc.edu). For technical support, contact 556-HELP (4357).

### Tips on Providing the Checking Account Information

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| <p style="font-size: small;">Note. The routing and account numbers may be in different places on your check.</p> | <p>The Routing/Transit Number (“Bank Number” in ESS) for your bank is the first 9-digit series of numbers at the left on the bottom of the check.</p> <hr/> <p>The Checking Account Number will be the next series of numbers following the Routing/Transit number (Bank Number).</p> <hr/> <p><b>Do not include</b> your check number, which appears to the right of both your Routing / Transit Number and your Checking Account Number. Your check number will match the number printed at the upper-right corner of the check</p> <hr/> <p>This layout only applies to personal accounts and not to money market accounts. You will need to contact your money market advisor to get the necessary information for a money market account.</p> |
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