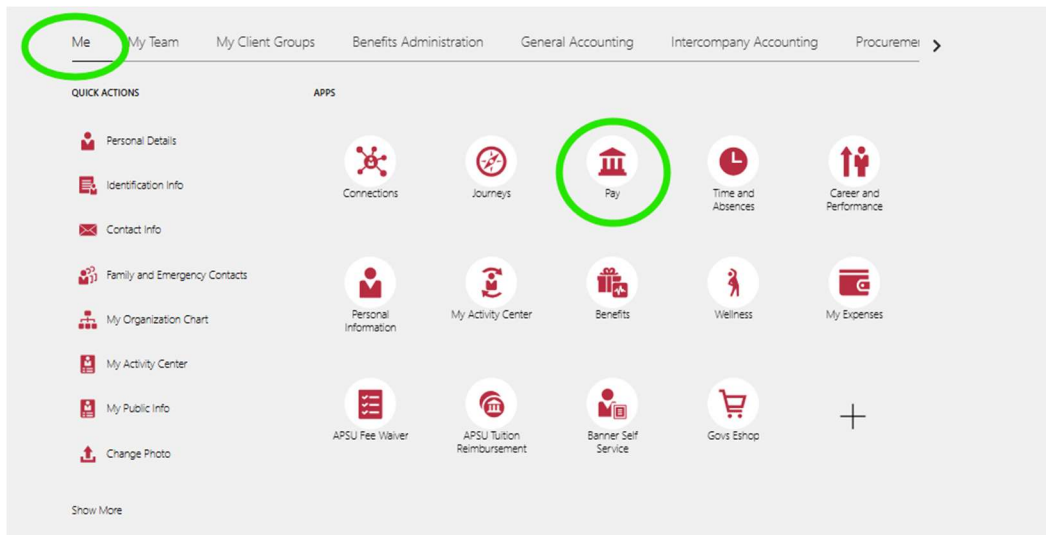


Direct Deposit Set Up

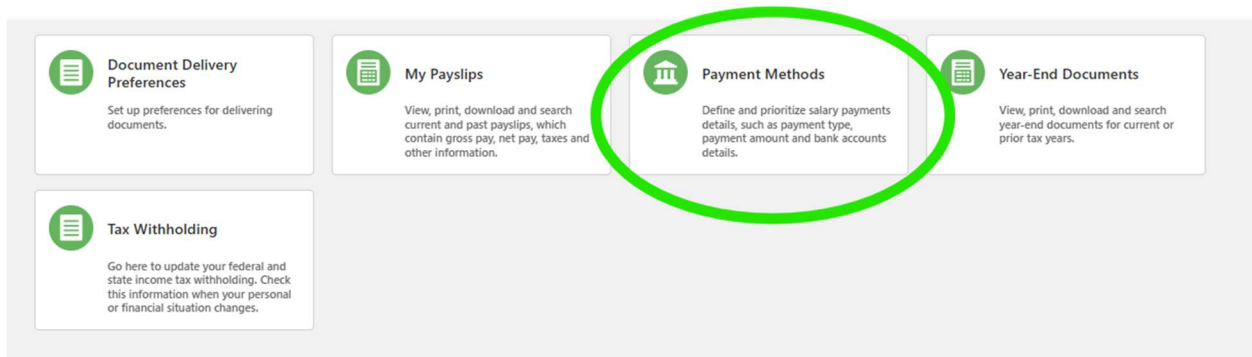
Log into Govs Suite

Select **Me** Tab

Select **Pay** Icon



Select **Payment Methods**



Direct Deposit Set Up

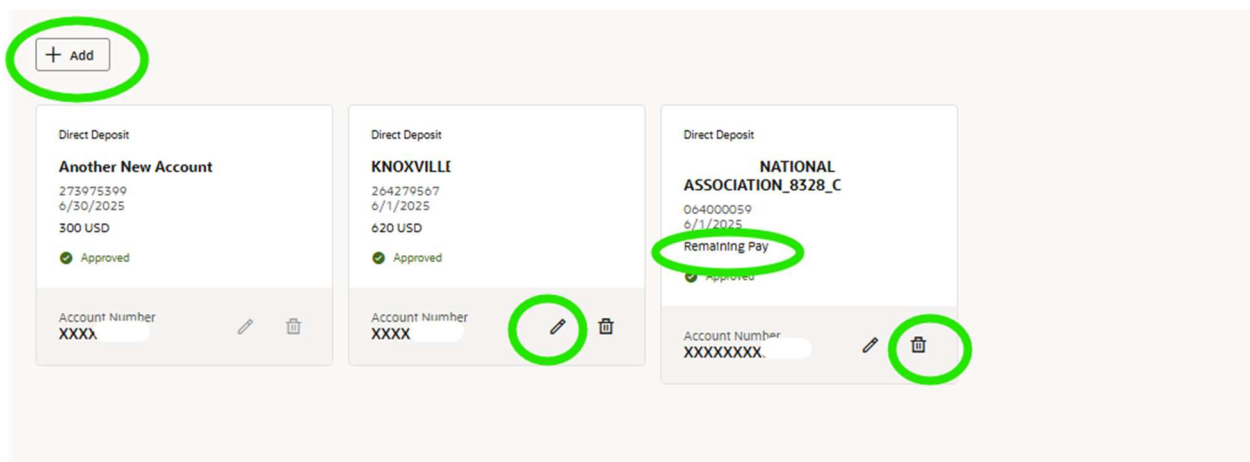


Select **Add** to start your set up a new account.

Select **Pencil** to edit any active account.

Select the **Trash bin** to **delete** an existing account.

****Please Note** – You can only have 4 accounts set up at one time. If it will not allow you to add another, you may need to delete one account.



When adding an account, you will need to enter the following:

Name your account = This can be a nick name

Payment Type = Direct Deposit

Payment Amount = Amount is a flat dollar amount.

Percentage is a % of your payroll payment

Account Number = Your personal account

Account Type = Select either Checking or Savings according to your account type.

Routing Number = In the box begin typing in your routing number. It will begin to populate the full routing number with the bank name. Select the applicable routing number. *** Please note**, banks purchase other banks regularly. The name of the bank may remain the prior name. As long as the routing number is correct, your payment will go to the proper place.

Direct Deposit Set Up



New Payment Method

Details

What do you want to call this payment method?
Fun Money Account

Payment Type
Direct Deposit

Payment Amount
Amount

Amount
Required

Bank Details

Select an account

☒ New Account ☐ Existing Account

Account Number
678125

Account Type
Checking

Routing Number
054

Bank

064000017	REGIONS BANK	064000017
064000020	BANK OF AMERICA, NA	064000020
064000046	TRUIST BANK	064000046
064000059	US BANK	064000059
064000059	U.S. BANK NATIONAL	064000059

Cancel Create

Once your details are entered **Select Create**

When adding an account, you will need to enter the following:

Name your account = This can be a nick name

Payment Type = Direct Deposit

Payment Amount =

Amount is a flat dollar amount.

Percentage is a % of your payroll payment

Account Number = Your personal account

Account Type = Select either Checking or Savings according to your account type.

Routing Number = In the box begin typing in your routing number. It will begin to populate the full routing number with the bank name. Select the applicable routing number

. *** Please note**, banks purchase other banks regularly. The name of the bank may remain the prior name. As long as the routing number is correct, your payment will go to the proper place.

Direct Deposit Set Up

The image shows a web form titled "New Payment Method" with a help icon in the top right. The form is divided into two main sections: "Details" and "Bank Details".

Details Section:

- Text input: "What do you want to call this payment method..." with the value "Fun Money Account".
- Dropdown menu: "Payment Type" with the value "Direct Deposit".
- Dropdown menu: "Payment Amount" with the value "Percentage".
- Text input: "Percentage" with the value "100".

Bank Details Section:

Select an account

☒ New Account ☐ Existing Account

Account Number: 678123 | Account Type: Checking

Routing Number: 064000017 | Bank: REGIONS BANK

Bank Branch: 064000017

At the bottom of the form are "Cancel" and "Create" buttons. The "Create" button is circled in green.

To the right of the form is a summary card titled "Direct Deposit" for the "Fun Money Account". It displays the account number "064000017", the date "10/2/2025", and the percentage "100%". It includes a green checkmark and the word "Approved". At the bottom, it shows "Account Number" followed by "XX" and icons for edit and delete.

You will now be able to see the summary for your account.

Select Create

A new box will be added to your account list

This ends the set-up steps.