

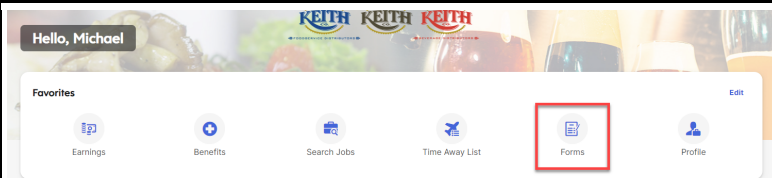


How to

Manage your direct deposit information

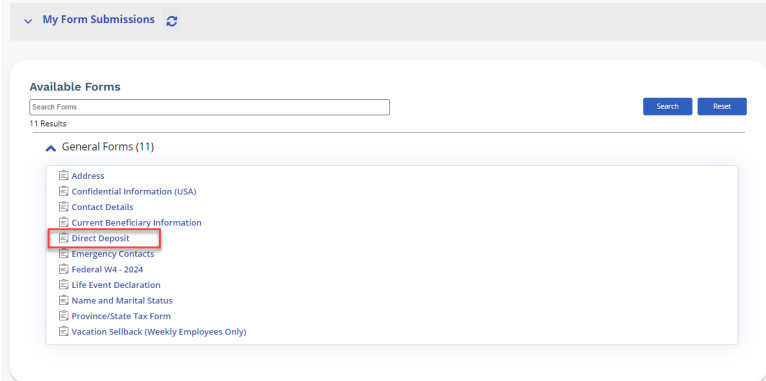
Managing direct deposit information

Click the **Forms** icon.



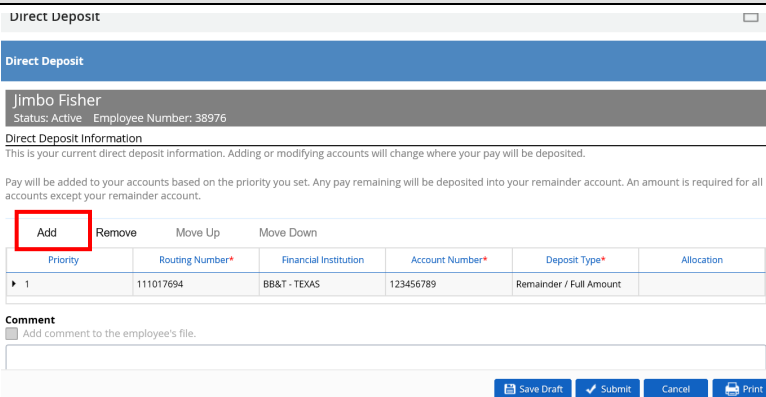
Click the **Direct Deposit** link to access the form.

Forms



To Add A New Account:

Click Add





How to	Manage your direct deposit information
---------------	---

All of the information you will need for this form can be found on one of your own checks.

Click the **Sample check image** button.

Priority ▲ Routing Num

▼ 2

Priority

2

Pay Method*

Checking ▼

Sample check image

This image helps you locate the information required to set up direct deposit.

Once all of the correct information has been gathered:

Click on OK or the X in the top right-hand corner to close this window.

And begin to add your Direct Deposit Information.

YOUR NAME
123 ANY STREET
ANY TOWN, PROVINCE
A1A 1A1

PAY TO THE ORDER OF \$

100 DOLLARS

1 234 567 80
2 234 567 89
3 00

1 Routing Number
2 Account Number
3 Check Number

OK

Click the **Payment Method** list and select.

You have the option to choose Checking or Savings.

Pay Method*

Checking ▲

Checking

Savings

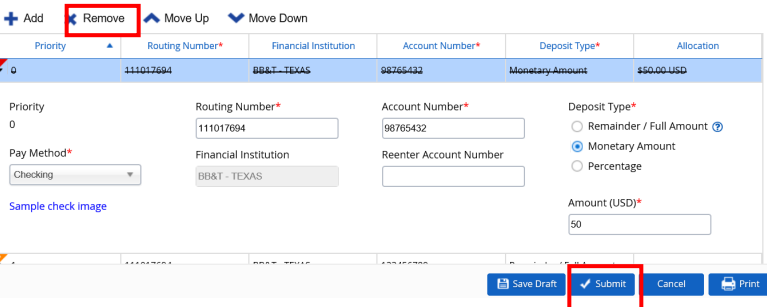


How to	Manage your direct deposit information
<p>To Add your Direct Deposit Information:</p> <p>Click in the Routing Number field and enter the required information.</p> <p>Remember, you can use the Sample Imagine link for help.</p>	<p>Routing Number*</p> <input data-bbox="824 569 1182 638" type="text"/>
<p>Click in the Account # field and enter the required information.</p>	<p>Account Number*</p> <input data-bbox="824 909 1182 961" type="text"/>
<p>Click in the Reenter Account # field.</p>	<p>Reenter Account Number</p> <input data-bbox="824 1171 1182 1224" type="text"/>
<p>Next: Select the Deposit Type</p>	<p>Deposit Type*</p> <p><input checked="" data-bbox="662 1423 695 1455" type="radio"/> Remainder / Full Amount <a data-bbox="1019 1423 1044 1455" href="#">?</p> <p><input data-bbox="662 1472 695 1503" type="radio"/> Monetary Amount</p> <p><input data-bbox="662 1520 695 1551" type="radio"/> Percentage</p>



How to	Manage your direct deposit information																		
<p>Option 1 Remainder/Full Amount</p> <p>This is your primary account.</p> <p>Entire Check is deposited to one account.</p> <p>All Ben E Keith employees MUST have at least ONE Direct Deposit Account.</p>	<p>Direct Deposit</p> <p>Jimbo Fisher Status: Active Employee Number: 38976</p> <p>Direct Deposit Information This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited. Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.</p> <table border="1"> <thead> <tr> <th>Priority</th> <th>Routing Number*</th> <th>Financial Institution</th> <th>Account Number*</th> <th>Deposit Type*</th> <th>Allocation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>111017694</td> <td>BB&T - TEXAS</td> <td>123456789</td> <td>Remainder / Full Amount</td> <td></td> </tr> </tbody> </table> <p>Comment <input type="checkbox"/> Add comment to the employee's file.</p> <p>Save Draft Submit Cancel Print</p>	Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation	1	111017694	BB&T - TEXAS	123456789	Remainder / Full Amount							
Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation														
1	111017694	BB&T - TEXAS	123456789	Remainder / Full Amount															
<p>Option 2 Monetary Amount</p> <p>You will need to add an Additional Account to use the Monetary Amount option.</p> <p>As an example: Use this option if you would like to have a \$50 Direct Deposit to your Savings Account.</p>	<table border="1"> <thead> <tr> <th>Priority</th> <th>Routing Number*</th> <th>Financial Institution</th> <th>Account Number*</th> <th>Deposit Type*</th> <th>Allocation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>111017694</td> <td>BB&T - TEXAS</td> <td>123456789</td> <td>Remainder / Full Amount</td> <td></td> </tr> <tr> <td>2</td> <td>111017694</td> <td>BB&T - TEXAS</td> <td>987654321</td> <td>Monetary Amount</td> <td>\$50.00 USD</td> </tr> </tbody> </table> <p>Priority 2 Routing Number* 111017694 Account Number* 987654321 Deposit Type* <input type="radio"/> Remainder / Full Amount <input checked="" type="radio"/> Monetary Amount <input type="radio"/> Percentage</p> <p>Pay Method* Savings Financial Institution BB&T - TEXAS Reenter Account Number</p> <p>Amount (USD)* 50.00</p> <p>Sample check image</p>	Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation	1	111017694	BB&T - TEXAS	123456789	Remainder / Full Amount		2	111017694	BB&T - TEXAS	987654321	Monetary Amount	\$50.00 USD
Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation														
1	111017694	BB&T - TEXAS	123456789	Remainder / Full Amount															
2	111017694	BB&T - TEXAS	987654321	Monetary Amount	\$50.00 USD														
<p>Option 3 Percentage</p> <p>You will need to add an Additional Account to use the Percentage option.</p> <p>As an example: Use this option if you would like to have a 25% of your net pay as a Direct Deposit to your Savings Account.</p>	<table border="1"> <thead> <tr> <th>Priority</th> <th>Routing Number*</th> <th>Financial Institution</th> <th>Account Number*</th> <th>Deposit Type*</th> <th>Allocation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>111017694</td> <td>BB&T - TEXAS</td> <td>123456789</td> <td>Remainder / Full Amount</td> <td></td> </tr> <tr> <td>2</td> <td>111017694</td> <td>BB&T - TEXAS</td> <td>987654321</td> <td>Percentage</td> <td>25%</td> </tr> </tbody> </table> <p>Priority 2 Routing Number* 111017694 Account Number* 987654321 Deposit Type* <input type="radio"/> Remainder / Full Amount <input type="radio"/> Monetary Amount <input checked="" type="radio"/> Percentage</p> <p>Pay Method* Savings Financial Institution BB&T - TEXAS Reenter Account Number</p> <p>Percentage* 25</p> <p>Sample check image</p>	Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation	1	111017694	BB&T - TEXAS	123456789	Remainder / Full Amount		2	111017694	BB&T - TEXAS	987654321	Percentage	25%
Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation														
1	111017694	BB&T - TEXAS	123456789	Remainder / Full Amount															
2	111017694	BB&T - TEXAS	987654321	Percentage	25%														



How to	Manage your direct deposit information
<p>Once you have added your Direct Deposit information you may select the following options:</p> <p>Save Draft Submit Cancel Print</p> <p>In order to update the Direct Deposit information, you must click on Submit.</p> <p>Once you submit; your Direct Deposit information is updated immediately. If you need to make a change, you will need to follow the process again.</p>	
<p>Remove Direct Deposit Information</p> <p>Highlight the account that is being removed.</p> <p>Click on Remove.</p> <p>Click on Submit.</p> <p>All BEK Employees must have a least ONE primary account for Direct Deposit.</p>	



How to	Manage your direct deposit information
Ben E Keith Notes	<p>Direct Deposit Changes must be completed the Monday prior to pay day to ensure your new account information is active timely.</p> <p>In order to submit a direct deposit form, you must have an address in your employee record.</p> <p>All Ben E Keith Employees are required to have at least ONE Direct Deposit account and are limited to 5 Accounts total.</p> <p>If you have more than one account, the Remainder/Full Amount account must be moved to the bottom.</p>