

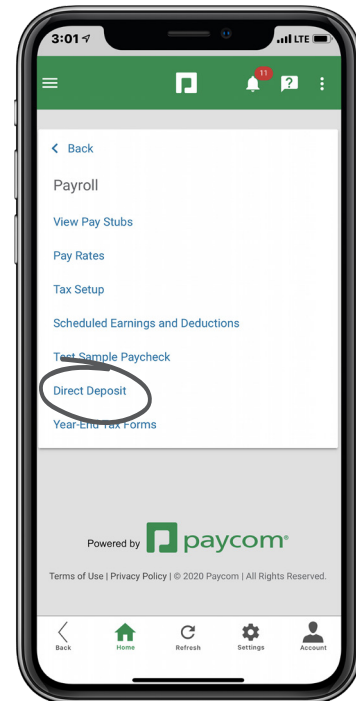
SHOW ME HOW

to Update My Direct Deposit Details Payroll



STEP 1

Log in to the Paycom app.
Navigate to Payroll >
Direct Deposit.

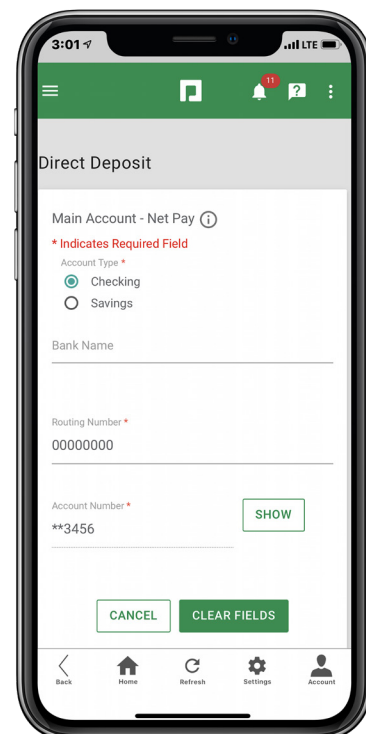


STEP 2

Choose the Account Type
and enter your Bank Name,
Routing Number and
Account Number.

FOR	
000000XXX	000000XXX
Routing Number	Account Number

All Routing numbers will be nine digits.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



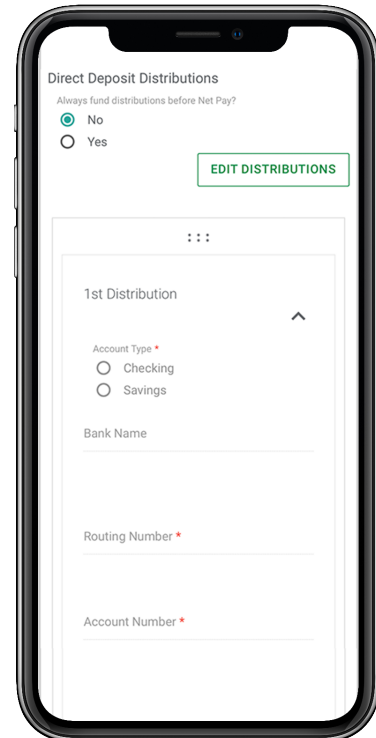
SHOW ME HOW

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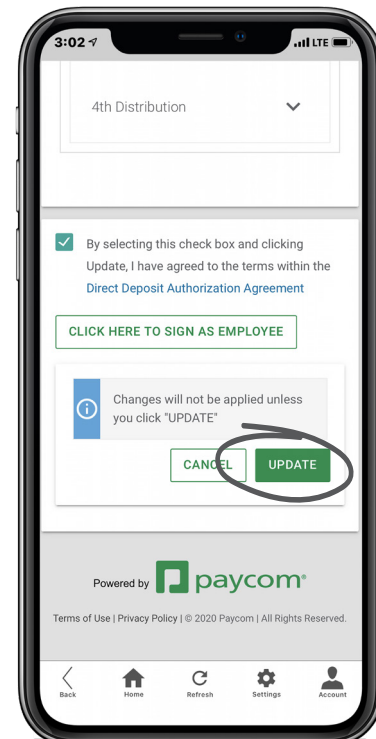
STEP 3

Add any additional bank accounts under the Distribution sections.



STEP 4

Once all changes are complete, click the checkbox to agree to the terms and conditions and click "Update."



EMPLOYEES

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