Change My Electronic Funds Transfer (EFT)/Direct Deposit

Introduction
This guide provides the procedures for Retirees to change or update their bank account information in Direct Access (DA) for the delivery of their retired/annuitant pay.

Discussion
This application gives you the ability to update Direct Deposit for your Net Pay.

- If you already have Direct Deposit, you will be able to change bank and account information when you change banks.

- If you are currently receiving a paper check, you will be able to convert to Direct Deposit by adding a bank to your profile and electing to have your Net Pay deposited in an account at that bank.

You will NOT be able to:

- Change from Direct Deposit to receiving a paper check.

- Change direct deposit information for allotments – you will only be able to change direct deposit information for your Net Pay. To change an allotment, see Change My Voluntary Deductions guide.

- If you currently have a savings allotment, you cannot change your Direct Deposit to the same account.

Continued on next page
Change My Electronic Funds Transfer (EFT)/Direct Deposit, Continued

You can obtain your Account and Bank Routing numbers from one of your checks (as shown below) or from your financial institution.

![Check Image]

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transit/Bank Routing Number</td>
</tr>
<tr>
<td>2</td>
<td>Account Number – entered as “9876543”. No spaces are allowed. If dashes are indicated, they may be entered</td>
</tr>
<tr>
<td>3</td>
<td>Account Title – must include the employee name</td>
</tr>
<tr>
<td>4</td>
<td>Financial Institution Name</td>
</tr>
</tbody>
</table>

Note: If your check or shared draft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Bank ID number for Direct Deposit processing.

Continued on next page
Log into DA Self Service at Direct Access Self Service Sign In.

See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select Change My EFT/Direct Deposit. <strong>Note:</strong> Some Retirees may have more than one user access; in which case, you will need to select the Self Service tab to view the Self Service menu.</td>
</tr>
</tbody>
</table>

Welcome to Direct Access II Self Service for Retirees, Annuities, and Former Spouses. You can use Self Service to perform the functions listed below.
- If you encounter problems, contact PPC at 1-866-772-8724.
- **2018 1099R/1095 forms:** Click the "View/Print My Year End Forms" link to access them. [Here are instructions for updating your "electronic consent status".](

Please note: Pay slips and 1099R forms will open in a new window. Turn off the pop-up blocker in your web browser to view pay slips and 1099R forms. In Internet Explorer, click on Tools to access the pop-up blocker options.

- **View My Payslip**
  - This link will take you to a list of all available pay slips to view and/or download.

- **View My 1099R**
  - This link will take you to a list of all available 1099R tax documents to view and/or download.

- **View/Change My Phone Numbers**
  - Self-service users will use this link to view, add, or update their phone numbers.

- **Change My Delivery Options**
  - This link will allow you to change delivery options for communications.

- **View/Change My Email Address**
  - This link will take you to view and/or change your email address stored in the Retired Payroll System.

- **View My Final Pay Beneficiary**
  - Self-service users will use this link to view their Final Pay Beneficiaries.

- **View/Print ACA Forms**

[Continued on next page]
Change My Electronic Funds Transfer (EFT)/Direct Deposit, Continued

Procedure, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>The EFT/Direct Deposit page will display with the current information. To change/update the bank information, click <strong>Edit</strong>.</td>
</tr>
</tbody>
</table>

Note: If the current payment method is Wire Transfer, the Edit button will not be accessible. You must contact PPC Customer Care at 1-866-772-8724 or 785-339-2200 to make any changes to your payment method.

Continued on next page
Change My Electronic Funds Transfer (EFT)/Direct Deposit, Continued

Procedure, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The EFT/Direct Deposit page will display. Select <strong>Checking</strong> or <strong>Savings</strong> from the drop-down menu.</td>
</tr>
</tbody>
</table>

**Note:** Any saved changes to your direct deposit account will be effective the date shown on the page.

![My EFT/Direct Deposit](#)

**Wade Wilson**

Please specify a routing number and account number. Refer to a check or statement from your bank account to obtain your account number and routing number or contact your bank to obtain this information.

Please note: Your input below will ONLY change your EFT/Direct Deposit for your net pay. It will NOT change direct deposit information on any of your allotments.

* Once saved, your EFT/Direct Deposit change will be effective for the payment you receive on May 31, 2019.

If you have any questions, please contact PPC (RAS) at 1-800-772-8724.

![Distribution Instruction Details](#)

**Distribution Instruction Details**

- **Distribution Method:** Bank Transfer
- **Account Type:**
- **Routing Number:** (Be sure to verify; this must be 9 digits)
- **Account Number:** (Limited to 17 characters; no spaces)

**Bank Name:**

![Save](#)

Return to Summary

Continued on next page
Change My Electronic Funds Transfer (EFT)/Direct Deposit, Continued

Procedure, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Enter the 9-digit <strong>Routing Number</strong> and press the Tab key. The <strong>Bank Name</strong> will populate with your financial institution’s name.</td>
</tr>
</tbody>
</table>

**My EFT/Direct Deposit**

* Wade Wilson *

Please specify a routing number and account number. Reference a check or statement from your bank account to obtain your account number and routing number or contact your bank to obtain this information.

Please note: Your input below will **ONLY** change your EFT/Direct Deposit for your net pay. It will **NOT** change direct deposit information on any of your allotments.

* Once saved, your EFT/Direct Deposit change will be effective for the payment you receive on May 31, 2019.

If you have any questions, please contact PPC (RAS) at 1-800-772-6724.

**Distribution Instruction Details**

<table>
<thead>
<tr>
<th>Distribution Method:</th>
<th>Bank Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Account Type:</em></td>
<td>Checking</td>
</tr>
<tr>
<td><em>Routing Number:</em></td>
<td>314074258</td>
</tr>
<tr>
<td><em>Account Number:</em></td>
<td></td>
</tr>
<tr>
<td><strong>Bank Name:</strong></td>
<td>USAA FEDERAL SAVINGS BANK</td>
</tr>
</tbody>
</table>

**Note:** If the number you entered does not match a valid number in the database, you will receive an error message after pressing the Tab key. Click **OK** and ensure you have typed the number correctly. If it is correct, contact your financial institution to verify the ability to receive Treasury payments. If the institution verifies the routing number, contact PPC Customer Care for assistance.
Change My Electronic Funds Transfer (EFT)/Direct Deposit, Continued

Procedure, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Enter the <strong>Account Number</strong> (account number may not exceed 17 characters; letters, numbers, and hyphens may be used but NO spaces). Ensure this information is entered correctly. Once you have verified all the information is correct, click <strong>Save</strong>.</td>
</tr>
</tbody>
</table>

**Remember:** The page displays when the EFT/Direct Deposit change will take effect based on the date you save the change.

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**My EFT/Direct Deposit**

**Wade Wilson**

Please specify a routing number and account number. Reference a check or statement from your bank account to obtain your account number and routing number or contact your bank to obtain this information.

Please note. Your input below will ONLY change your EFT/Direct Deposit for your net pay. It will NOT change direct deposit information on any of your allotments.

* Once saved, your EFT/Direct Deposit change will be effective for the payment you receive on May 31, 2019.

If you have any questions, please contact PPC (RAS) at 1-800-772-6724.

**Distribution Instruction Details**

<table>
<thead>
<tr>
<th>Distribution Method: Bank Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Type:</strong> Checking</td>
</tr>
<tr>
<td><strong>Routing Number:</strong> 314074269 (Be sure to verify; this must be 9 digits)</td>
</tr>
<tr>
<td><strong>Account Number:</strong> 123456789 (Limited to 17 characters; no spaces)</td>
</tr>
<tr>
<td><strong>Bank Name:</strong> USAA FEDERAL SAVINGS BANK</td>
</tr>
</tbody>
</table>

**Save**

**Return to Summary**

Continued on next page
## Change My Electronic Funds Transfer (EFT)/Direct Deposit, Continued

### Procedure, continued

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>If you specify the same account that is currently used for a savings allotment, you will receive an error message, click <strong>OK</strong>. If you want to cancel your savings allotment and have all your net pay go to a single account, contact PPC Customer Care.</td>
</tr>
</tbody>
</table>

**Message**

Account already used for a savings allotment (30001, 44)

The same bank account cannot receive an EFT/Direct Deposit and a savings allotment. Please specify a different account for your net pay distribution election.

If you have any questions, contact PPC (RAS) at 1-800-772-8724

| 7    | A Save Confirmation message will display. Click **Return to Homepage**. |

**Save Confirmation**

✔️ The Save was successful.

**Return to Homepage**