

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:

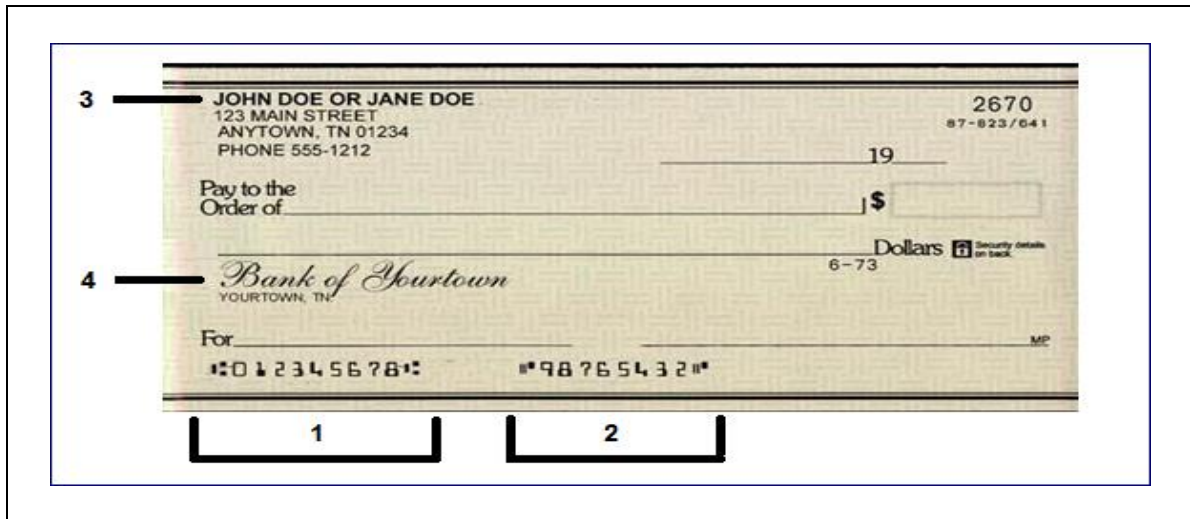
- Change from Direct Deposit to receiving a paper check.
- Change direct deposit information for allotments – you will only be able to change direct deposit information for your Net Pay. To change an allotment, see [Change My Voluntary Deductions](#) guide.
- If you currently have a savings allotment, you cannot change your Direct Deposit to the same account.

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

**Account and
Bank
Routing/Bank
ID Numbers**

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



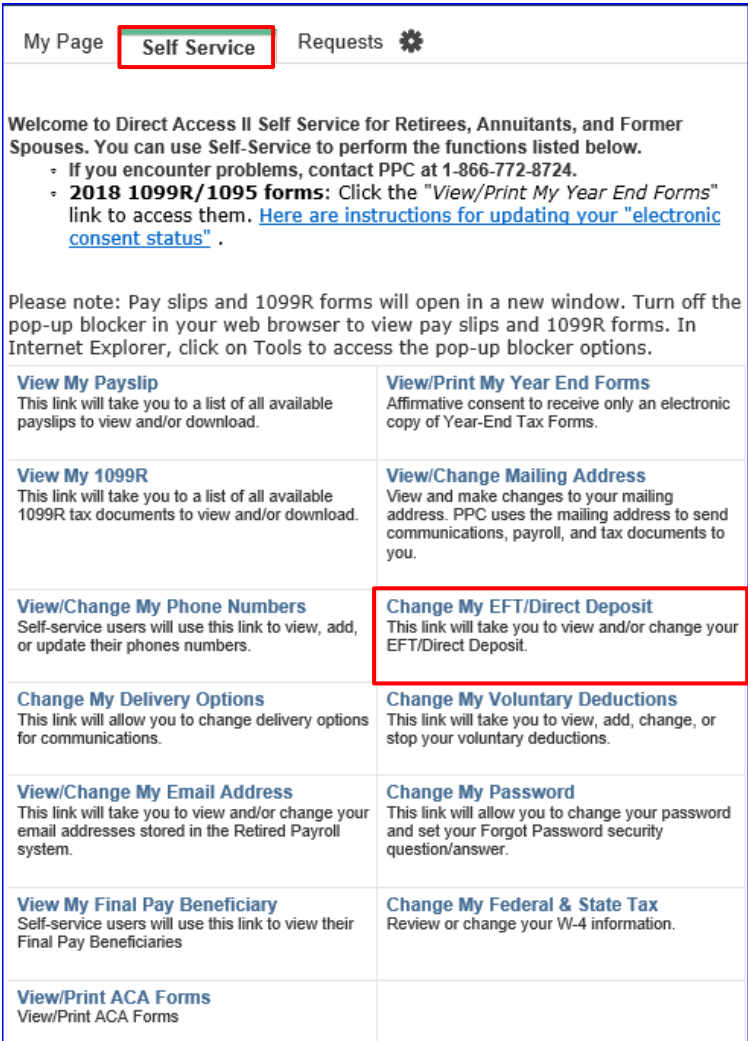
Field	Description
1	Transit/Bank Routing Number
2	Account Number – entered as “9876543”. No spaces are allowed. If dashes are indicated, they may be entered
3	Account Title – must include the employee name
4	Financial Institution Name
	Note: If your check or shared draft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Bank ID number for Direct Deposit processing.

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Information Log into DA Self Service at [Direct Access Self Service Sign In](#).

Procedure See below.

Step	Action														
<p>1</p>	<p>Select Change My EFT/Direct Deposit.</p> <p>Note: 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.</p>  <p>The screenshot shows the DA Self Service interface. At the top, there are navigation tabs: 'My Page', 'Self Service' (highlighted with a red box), and 'Requests' with a gear icon. Below the tabs is a welcome message: 'Welcome to Direct Access II Self Service for Retirees, Annuitants, and Former Spouses. You can use Self-Service to perform the functions listed below.' This is followed by a list of instructions: 'If you encounter problems, contact PPC at 1-866-772-8724.' and '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" .'. A note follows: '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.' Below the note is a grid of service links. The 'Change My EFT/Direct Deposit' link is highlighted with a red box. The grid contains the following links and descriptions:</p> <table border="1" data-bbox="327 1070 1077 1742"> <tr> <td>View My Payslip This link will take you to a list of all available payslips to view and/or download.</td> <td>View/Print My Year End Forms Affirmative consent to receive only an electronic copy of Year-End Tax Forms.</td> </tr> <tr> <td>View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.</td> <td>View/Change Mailing Address View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.</td> </tr> <tr> <td>View/Change My Phone Numbers Self-service users will use this link to view, add, or update their phones numbers.</td> <td>Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.</td> </tr> <tr> <td>Change My Delivery Options This link will allow you to change delivery options for communications.</td> <td>Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.</td> </tr> <tr> <td>View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</td> <td>Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.</td> </tr> <tr> <td>View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries</td> <td>Change My Federal & State Tax Review or change your W-4 information.</td> </tr> <tr> <td>View/Print ACA Forms View/Print ACA Forms</td> <td></td> </tr> </table>	View My Payslip This link will take you to a list of all available payslips to view and/or download.	View/Print My Year End Forms Affirmative consent to receive only an electronic copy of Year-End Tax Forms.	View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.	View/Change Mailing Address View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.	View/Change My Phone Numbers Self-service users will use this link to view, add, or update their phones numbers.	Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.	Change My Delivery Options This link will allow you to change delivery options for communications.	Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.	View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.	View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries	Change My Federal & State Tax Review or change your W-4 information.	View/Print ACA Forms View/Print ACA Forms	
View My Payslip This link will take you to a list of all available payslips to view and/or download.	View/Print My Year End Forms Affirmative consent to receive only an electronic copy of Year-End Tax Forms.														
View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.	View/Change Mailing Address View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.														
View/Change My Phone Numbers Self-service users will use this link to view, add, or update their phones numbers.	Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.														
Change My Delivery Options This link will allow you to change delivery options for communications.	Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.														
View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.														
View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries	Change My Federal & State Tax Review or change your W-4 information.														
View/Print ACA Forms View/Print ACA Forms															

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

Procedure,
continued

Step	Action																																				
2	<p>The EFT/Direct Deposit page will display with the current information. To change/update the bank information, click Edit.</p> <div data-bbox="327 600 1380 1115" style="border: 1px solid blue; padding: 5px;"> <p>My EFT/Direct Deposit</p> <p><u>Wade Wilson</u></p> <p>Click the "Edit" button to change your existing EFT/Direct Deposit election for your net pay. You will need your bank routing number and bank account number to complete this transaction. If a Future row exists and it needs changed, click the EDIT button on the future row and make the change and save.</p> <p>If you wish to change direct deposit information for your net pay and the change involves a foreign wire payment or changing from a bank transfer to another form of payment, please contact a RAS technician.</p> <p>If you have any questions, please contact PPC (RAS) at 1-800-772-8724.</p> <table border="1" data-bbox="343 958 1353 1104"> <thead> <tr> <th colspan="6">Pay Distribution Instructions</th> </tr> <tr> <th>Status</th> <th>Effective Date</th> <th>Payment Method</th> <th>Bank Name</th> <th>Account Number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>09/01/1996</td> <td>Bank Transfer</td> <td>ALASKA USA FCU (98765432189)</td> <td>123456</td> <td style="text-align: center;">Edit</td> </tr> </tbody> </table> </div> <p>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.</p> <div data-bbox="327 1249 1380 1541" style="border: 1px solid blue; padding: 5px;"> <p>If you wish to change direct deposit information for your net pay and the change involves a foreign wire payment or changing from a bank transfer to another form of payment, please contact a RAS technician.</p> <p>If you have any questions, please contact PPC (RAS) at 1-800-772-8724.</p> <table border="1" data-bbox="343 1384 1353 1529"> <thead> <tr> <th colspan="6">Pay Distribution Instructions</th> </tr> <tr> <th>Status</th> <th>Effective Date</th> <th>Payment Method</th> <th>Bank Name</th> <th>Account Number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>09/01/1996</td> <td>Wire Transfer</td> <td>Bank of Norway (SPRON000)</td> <td>123456789012</td> <td style="text-align: center;">Edit</td> </tr> </tbody> </table> </div>	Pay Distribution Instructions						Status	Effective Date	Payment Method	Bank Name	Account Number		Current	09/01/1996	Bank Transfer	ALASKA USA FCU (98765432189)	123456	Edit	Pay Distribution Instructions						Status	Effective Date	Payment Method	Bank Name	Account Number		Current	09/01/1996	Wire Transfer	Bank of Norway (SPRON000)	123456789012	Edit
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Change My Electronic Funds Transfer (EFT)/Direct Deposit, Continued

Procedure,
continued

Step	Action
3	<p>The EFT/Direct Deposit page will display. Select Checking or Savings from the drop-down menu.</p> <p>Note: Any saved changes to your direct deposit account will be effective the date shown on the page.</p> <div data-bbox="327 712 1382 1585" style="border: 1px solid blue; padding: 10px;"> <p>My EFT/Direct Deposit</p> <p><u>Wade Wilson</u></p> <p>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.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p>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.</p> </div> <p>* Once saved, your EFT/Direct Deposit change will be effective for the payment you receive on May 31, 2019.</p> <p>If you have any questions, please contact PPC (RAS) at 1-800-772-8724.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>Distribution Instruction Details</p> <p>Distribution Method: Bank Transfer</p> <p>*Account Type: Checking ▼</p> <p>*Routing Number: <input type="text"/> (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: <input type="text"/> (Limited to 17 characters; no spaces)</p> <p>Bank Name:</p> </div> <p style="text-align: center; margin: 10px 0;">Save</p> <p>Return to Summary</p> </div>

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

Procedure,
continued

Step	Action
4	<p>Enter the 9-digit Routing Number and press the Tab key. The Bank Name will populate with your financial institution's name.</p> <div data-bbox="328 584 1362 1444" style="border: 1px solid blue; padding: 5px;"> <p>My EFT/Direct Deposit</p> <p><u>Wade Wilson</u></p> <p>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.</p> <p>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.</p> <p>* Once saved, your EFT/Direct Deposit change will be effective for the payment you receive on May 31, 2019.</p> <p>If you have any questions, please contact PPC (RAS) at 1-800-772-8724.</p> <p>Distribution Instruction Details</p> <p>Distribution Method: Bank Transfer</p> <p>*Account Type: <input type="text" value="Checking"/></p> <p>*Routing Number: <input style="border: 2px solid red;" type="text" value="314074269"/> (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: <input type="text"/> (Limited to 17 characters; no spaces)</p> <p>Bank Name: <input style="border: 2px solid red;" type="text" value="USAA FEDERAL SAVINGS BANK"/></p> <p><input type="button" value="Save"/></p> <p>Return to Summary</p> </div> <p>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.</p> <div data-bbox="328 1653 1362 1899" style="border: 1px solid blue; padding: 5px;"> <p>Message</p> <p>Missing or Invalid Routing Number (30001,43)</p> <p>A valid bank routing number is required to process your EFT/Direct Deposit change. Your bank routing number will be 9 digits and is public information that your bank will provide.</p> <p><input style="border: 2px solid red;" type="button" value="OK"/></p> </div>

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


Procedure,
continued

Step	Action
5	<p>Enter the Account Number (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 Save.</p> <p>Remember: The page displays when the EFT/Direct Deposit change will take effect based on the date you save the change.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>My EFT/Direct Deposit</p> <p><u>Wade Wilson</u></p> <p>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.</p> <p>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.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p>* Once saved, your EFT/Direct Deposit change will be effective for the payment you receive on May 31, 2019.</p> </div> <p>If you have any questions, please contact PPC (RAS) at 1-800-772-8724.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>Distribution Instruction Details</p> <p>Distribution Method: Bank Transfer</p> <p>*Account Type: <input type="text" value="Checking"/></p> <p>*Routing Number: <input type="text" value="314074269"/> (Be sure to verify; this must be 9 digits)</p> <p>*Account Number: <input style="border: 2px solid red;" type="text" value="123456789"/> (Limited to 17 characters; no spaces)</p> <p>Bank Name: USAA FEDERAL SAVINGS BANK</p> </div> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="Save"/></p> <p>Return to Summary</p> </div>

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

Procedure,
continued

Step	Action
6	<p>If you specify the same account that is currently used for a savings allotment, you will receive an error message, click OK. If you want to cancel your savings allotment and have all your net pay go to a single account, contact PPC Customer Care.</p> <div data-bbox="327 674 1382 898" style="border: 1px solid blue; padding: 5px;"> <p>Message</p> <p>Account already used for a savings allotment (30001, 44)</p> <p>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.</p> <p>If you have any questions, contact PPC (RAS) at 1-800-772-8724.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>
7	<p>A Save Confirmation message will display. Click Return to Homepage.</p> <div data-bbox="336 976 735 1308" style="border: 1px solid blue; padding: 10px;"> <p style="text-align: center;">Save Confirmation</p> <p style="text-align: center;"> The Save was successful.</p> <p style="text-align: center;"><input type="button" value="Return to Homepage"/></p> </div>
