

## **DIRECT DEPOSIT SET-UP/ BANK SUPPORTING DOCUMENTATION / PHONE APP**

### **CHASE BANK**

- On bank app, choose which account you wish to access (checking, savings, etc.)
- Look for “Manage Account”
- Select “Set up Direct Deposit”
- Select “Create a Form”
- Direct Deposit form should come up with account information pre-printed
- Email form to [payroll@marshall.edu](mailto:payroll@marshall.edu) . Make sure to include your name and your MU ID number.

### **Truist**

- On the app, go to the bottom of the screen, select “Accounts”
- Select you account and go to “More”
- Under “Actions”. Select “Direct Deposit”
- Select “Save or Print Form”
- Email form to [payroll@marshall.edu](mailto:payroll@marshall.edu) . Make sure to include your name and your MU ID number.
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### **OR**

- On the app, select “Checking”
- Select “view Account Information”
- Scroll down to get rid of the balance
- Display of Account and Routing Numbers
- Email form to [payroll@marshall.edu](mailto:payroll@marshall.edu) . Make sure to include your name and your MU ID number.

### **Huntington Bank**

- Go to [onlinebanking.huntington.com](http://onlinebanking.huntington.com)
- Look for “Account Numbers and More” and select
- Will display the account and routing numbers
- Email form to [payroll@marshall.edu](mailto:payroll@marshall.edu) . Make sure to include your name and your MU ID number.

### **OR**

- Hub
- Select Account you wish to view
- Scroll down and get the balance
- Display the Account and Routing numbers

- Email form to [payroll@marshall.edu](mailto:payroll@marshall.edu) . Make sure to include your name and your MU ID number.
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### **US Bank**

- Go to your checking account
- Under “Options”, look for “get Direct Deposit Document” and select
- Pulls up a PDF doc showing account details
- Email form to [payroll@marshall.edu](mailto:payroll@marshall.edu) . Make sure to include your name and your MU ID number.

### **PNC Bank**

- On the app, log on to the account you wish to view
- Scroll down to the bottom, look for “Account Actions” and select
- Look for “Account and Routing Number” and select
- “Send Password” and select
- “Virtual Wallet” screen will appear with the back information
- Email form to [payroll@marshall.edu](mailto:payroll@marshall.edu) . Make sure to include your name and your MU ID number.
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### **OR**

- On [online banking](#), log on to your account, look at the top of the screen for the “Customer Service” tab and select
- Will show “Account Information”- the following are the account and routing numbers for the Virtual Wallet. Will give the account and routing numbers
- Email form to [payroll@marshall.edu](mailto:payroll@marshall.edu) . Make sure to include your name and your MU ID number.

### **Fifth Third 5/3 Bank**

- Open bank app and click on the account you wish
- Select “Accounting and Routing Numbers” box on the right
- Screen will display only account and routing number- will also show the bank name
- Email form to [payroll@marshall.edu](mailto:payroll@marshall.edu) . Make sure to include your name and your MU ID number.

### **Navy Federal**

- Open the bank app (when you click on the app, it directs you to your account)
- Under “Available Balance” will say “show More Details”- select
- Will show options- the **last** option says “Create Direct Deposit Form”- select
- Follow the prompts and the prefilled form will show
- Email form to [payroll@marshall.edu](mailto:payroll@marshall.edu) . Make sure to include your name and your MU ID number.

### **Chime Bank**

- Go into your account
- Click on “Settings”
- Select “Set up Direct Deposit”
- Form will show with the information pre-printed. Says it will email it to you
- Email form to [payroll@marshall.edu](mailto:payroll@marshall.edu) . Make sure to include your name and your MU ID number.

### **Cash App- Sutton Bank**

- On the Cash App home screen, tap the “Banking” tab
- Select “Direct Deposit”
- Choose “Get the Direct Deposit Form”
- Fill out your “Employer Information” – Marshall University and the amount you wish to have deposited from each paycheck and enter your signature
- **Before clicking “Send”**, choose “Email Form” and input the recipient’s email address
- Email form to [payroll@marshall.edu](mailto:payroll@marshall.edu) . Make sure to include your name and your MU ID number.

### **People’s Bank**

- Get on the bank app and select the account you need (checking, savings)
- Once in account, select the box saying “Details and Settings”
- Scroll down and see the account and routing numbers
- Can crop the screen to show only account and routing numbers. Screenshot and save.
- Once the same screen, now crop out the back information and only show the bank name. Screenshot and save.
- Email screenshots to [payroll@marshall.edu](mailto:payroll@marshall.edu) . Make sure to include your name and your MU ID number.