

Updating Direct Deposit Information in DailyPay

As a DailyPay user, any updates to your direct deposit must happen within your DailyPay account

How to update your direct deposit information

- Navigate to the **Account Settings** page in your DailyPay account
- Scroll down to the **Bank Accounts** section and click **Add New Bank Account**
- Input your Routing & Account Numbers
- Make sure to check the box at the bottom of the form to make this your primary bank account = where you wish to receive your remaining pay on payday

Please add your bank where you want to receive payments (direct deposit from employer)

Checking Savings

First Name Last Name

Bank Routing Number

Bank Account Number

Re-enter Bank Account Number

Make this your primary bank account? (Where you'll receive remaining pay on payday)

Once you make your first early transfer

- Once you make your first transfer from DailyPay, you'll receive a direct deposit update (account and routing number) in your payroll system to ensure you receive 100% of your pay correctly on payday
- Since DailyPay becomes your account and routing number on file in your payroll system, it is very important that **any updates to your direct deposit information (personal bank account and/or pay cards) must happen within DailyPay**

What to expect on payday

- On payday, you will be receiving your full paycheck minus anything you've transferred early from DailyPay
- As a result, you will see "DailyPay" or "Wells Fargo" on your bank statements – this is normal!