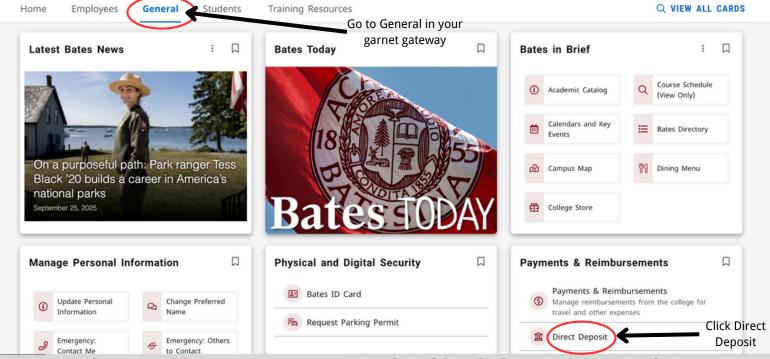


Set up Direct Deposit







2. Select "Add New" to enter your banking information. Do the Proposed Pay Distribution section <u>first</u>.



3. Enter your Routing Number and Account number. Select whether it is a Checking or Savings account. Select "Use Remaining Amount." Check off the agreement and "Save New Deposit."

Add Payroll Allocation

Bank Routing Number

Bank Routing Number

Bank Routing Number

Account Number

Bank Name

Account Number

Bank Name

Account Number

Bank Name

Account Number

I Verify

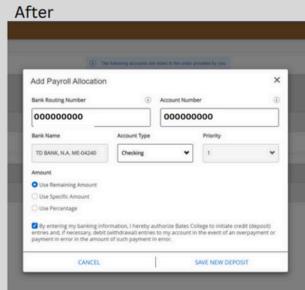
I Verify

Amount

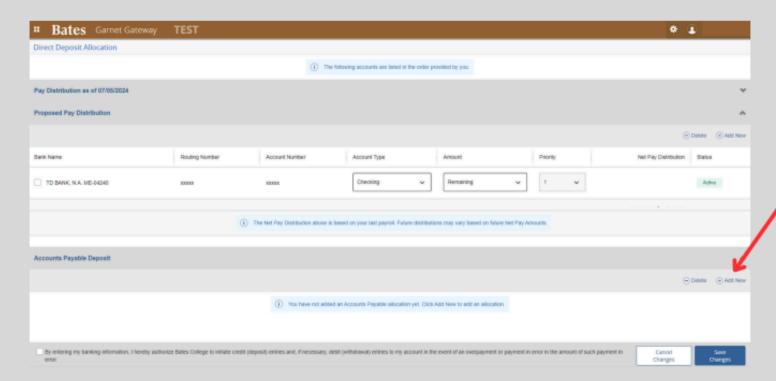
Use Remaining Amount

Use Percentage

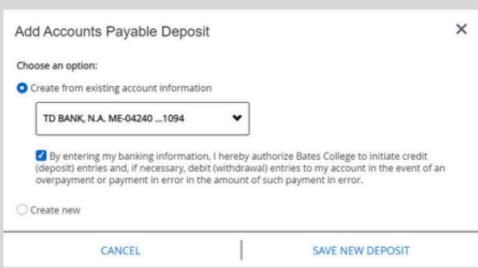
By entering my banking information, I hereby authorize Bates College to initiate credit (deposit) entries and, if necessary, debit (nithdrawal) entries to my account in the event of an overpayment or payment in error in the amount of such payment in error.

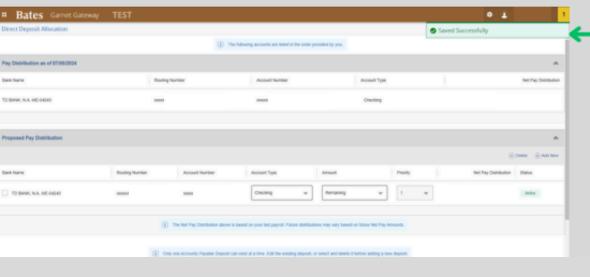


4. Set up the Accounts Payable Deposit section. Click "Add New."



5. Select "Create from existing account information." Select the account you entered into Proposed Pay Distribution. Check the agreement, and hit Save New Deposit.





6. Once you see the green "Saved Successfully," you are all set!