



# Setting up Direct Deposit Accounts

## Option 1

Online via Atlas – Fastest and easiest way

Step 1: Go to **Atlas** (<https://atlas.mit.edu/atlas>) and select **About Me**

Step 2: Under **Money Matters** section to left, select link to **Direct Deposit Preferences**

Step 3: Input last 4 digits of your SSN

Step 4: **Set up your Account(s)** –

### Main Account

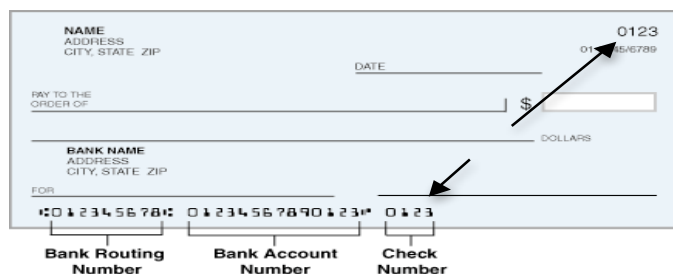
You will need your account type (checking or savings), routing number and account number (see where to find this information on a check in example below.) When you enter the bank routing number, it will be validated by the system. If after validating your routing number, the name of your bank does not display below **Bank Name**, first verify that the bank routing number is correct. If the bank routing number is correct and the bank name associated with that number does not display next to **Bank Name**, contact HR/Payroll at [payroll@mit.edu](mailto:payroll@mit.edu) or 617-253-4255.

If you have questions regarding your account number, contact your financial institution. Please do *not* enter the check number along with your bank account number. The check number is the number at the far right on the bottom of your check.

### Add an Additional Account

You have the option to add an additional account for payroll funds based upon a contribution fixed dollar amount or a percentage. The remainder will be transferred into the main account. Please note that if the additional account contribution is equal to or greater than your net pay, no funds will be transferred to your main account. The maximum percent you can enter for percent contribution is 100%, in which case all funds will be transferred to the additional account. This account can also be defined as the account used for expense reimbursements.

**Note:** Two accounts can be defined for direct deposit but only one account can be used for expense reimbursements at a time.



## Option 2

Print and complete PDF forms - If you are unable to access online forms

Step 1: Download and print Authorization Agreement for Direct Deposit from [http://vpf.mit.edu /payroll/forms](http://vpf.mit.edu/payroll/forms)

Step 2: Complete forms according to instructions

Step 3: Please return the completed form to:

**Campus Employees/Students:**

MIT, 77 Massachusetts Ave., HR/Payroll Office  
NE49-4097, Cambridge, MA 02139-4307

**Lincoln Laboratory Employees:**

MIT Lincoln Laboratory  
244 Wood St., Workforce Service Center, S2-112 Lexington,  
MA 02421-6426