

## How to Guide

# Updating Your Bank Details in

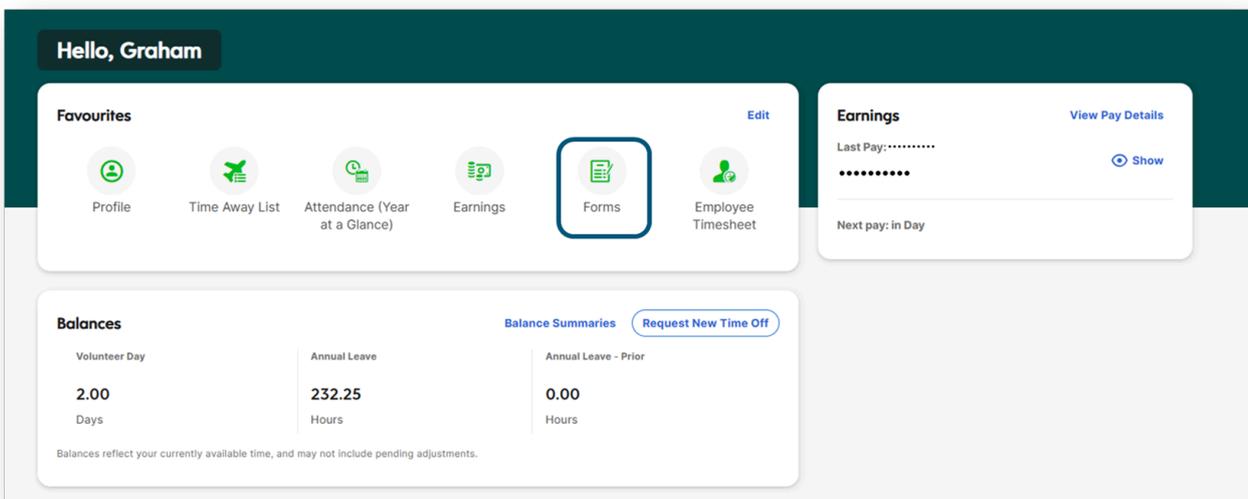




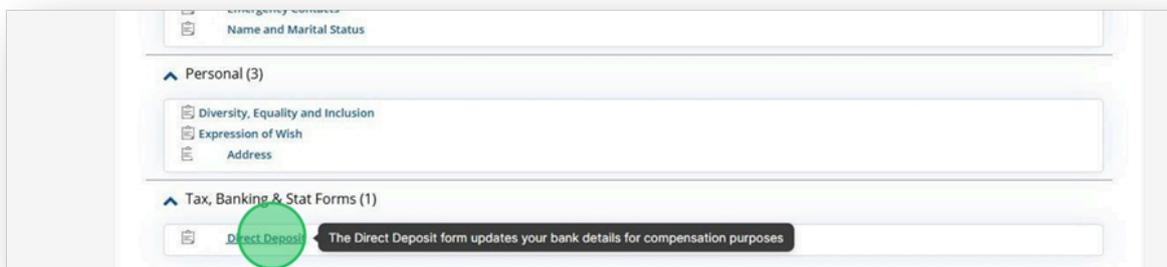
**Important:** If you require your Bank Details to be updated in time for your next Pay please ensure that you submit a form at least two weeks before the pay day of that month.

**1** From your Dayforce **"Hub"** you can change your bank account details (known as **"Direct Deposit"** in Dayforce).

Simply click on **"Forms"** to start.



**2** Click **"Direct Deposit"** to open a new window.



- 3 This will bring you to your current information. Click on the arrow at the left to open up the full record.

This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

+ Add   ✕ Remove   ▲ Move Up   ▼ Move Down

Priority	Sort Code*	Branch Name	Account Number*	Deposit Type*	Allocation
▶ 1	*****	NATIONWIDE BUILDING S...	*****	Remainder / Full Amount	

- 4 To change your bank account, **overtyp**e your new details in the "**Sort Code**" and "**Account Number**" in the current record.

Similarly, for a building society add your "**Building Society Number**" and "**Account Holder**".

Priority	Sort Code*	Branch Name	Account Number*	Deposit Type*	Allocation
▼ 1	*****	NATIONWIDE BUILDING S...	*****	Remainder / Full Amount	

Priority 1	Sort Code* <input type="text" value="*****"/>	Account Number* <input type="text" value="*****"/>	Deposit Type* <input checked="" type="radio"/> Remainder / Full Amount <a href="#">?</a> <input type="radio"/> Monetary Amount
<a href="#">Sample Debit Card Image</a>	Branch Name NATIONWIDE BUILDING SOCI...	Account Verified ✓	Account Holder <input type="text"/>
Building Society Number <input type="text"/>			

Supporting Documents

- 5 The details will appear as asterisks so to see what you have typed click on the "View" icon, which is shaped like an eye.

**Direct Deposit**

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

+ Add ✕ Remove ⬆ Move Up ⬇ Move Down

Priority	Sort Code*	Branch Name	Account Number*	Deposit Type*	Allocation
1	*****		*****		

Priority: 1

Sort Code\*: \*\*\*\*\*

Branch Name: Pending

Building Society Number: [ ]

Account Number\*: \*\*\*\*\*

Account Verified: Pending

Account Holder: [ ]

Deposit Type\*:  Remainder / Full Amount  Monetary Amount

Sample Debit Card Image [ ]

Reset

- 6 You will notice that the "Branch Name" and "Account Verified" fields will now show as pending.

Priority: 1

Sort Code\*: 010101

Branch Name: Pending

Building Society Number: [ ]

Account Number\*: 12345678

Account Verified: Pending

Account Holder: [ ]

Deposit Type\*:  Remainder / Full Amount  Monetary Amount

Sample Debit Card Image [ ]

Reset

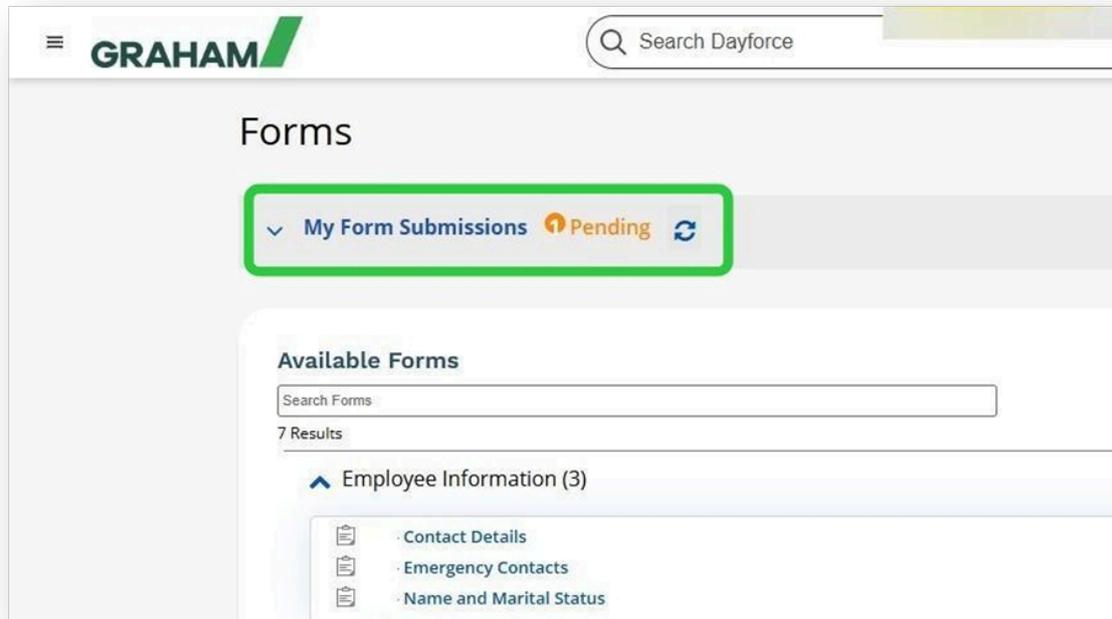
- 7 You can now select "Save Draft" or "Print" at this stage. Or once you are satisfied that the details are correct you can "Submit".

Tax, B

Save Draft Submit Cancel Print

**8** This will return you to your **"Forms"** page where you will see a **"Pending"** marker as Payroll will approve this form.

You can check the progress by returning here and viewing the status in the drop down menu in the **"My Form Submissions"** area.



**You have now successfully updated your Bank Details in Dayforce**

If you have any questions please contact your HR team