

Setting Up Direct Deposit

What's Direct Deposit?

Direct deposit is a safer, more secure way to receive your paycheck. Instead of getting a pre-paid card, the City can deposit your paycheck directly into your bank account(s) of choice. You can choose to send all your money into one account, or you can split up the deposit proportionately between two or more accounts.

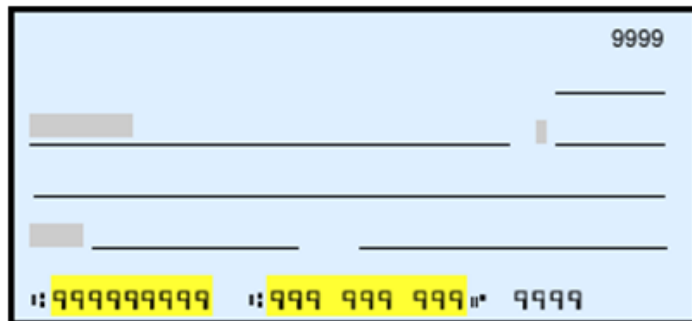
What Materials Should I Prepare?

To set up direct deposit, you will need the routing number of your bank(s) and account number(s) of the accounts you wish to deposit your money in. There are a few ways to get this information.

Option A: Use Checks

If you have a checkbook, the easiest way to get routing and account numbers is to look at the serial numbers at the bottom of your check. The leftmost number will always be the bank routing number, and the number to the right of the check will always be the account number that the check is tied to (usually a checking account).

Check Example



1 - Routing Number
2 - Account Number

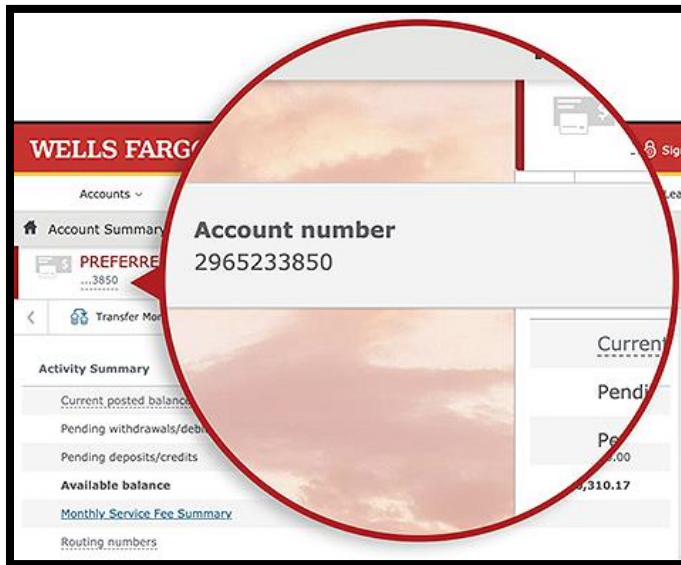
Onboarding Guides

Option B: Use Online Banking or Mobile App

If you don't have access to a checkbook, digital resources are your next best tool. A quick search online for your bank/credit union's routing number by looking up your state/region. Account numbers are a little more difficult to find.

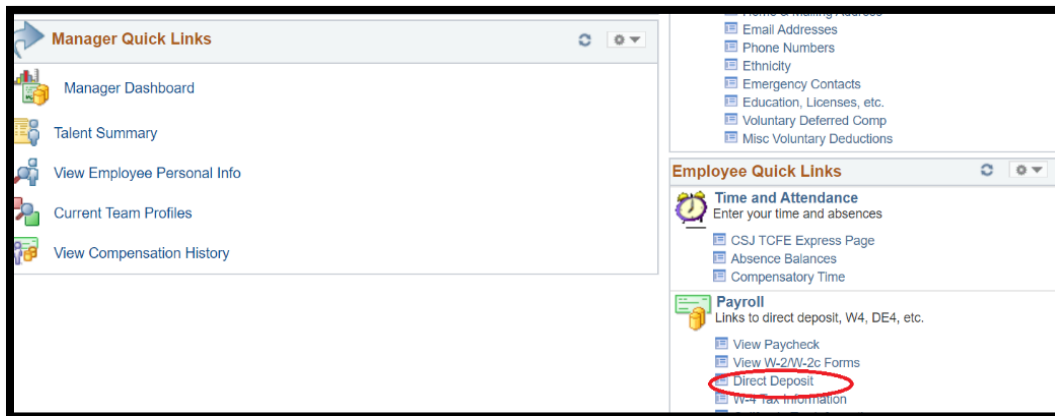
Most banks and credit unions have an online site or mobile banking app that you have access to when creating an account. Though every bank/credit union is different, you should be able to log into either of these online tools and look at your account details for the number tied to that account.

Most digital tools will show the last four numbers of an account when you've logged in, and you can click/tap this preview to reveal the full number.



Wells Fargo Example of Account Number Location

How Do I Set Up Direct Deposit?



Log in to eWay. If you have not set up your eWay account yet, please see our Navigating eWay guide. **You can only view and edit direct deposit settings using the City network (accessible through a computer on the City network or by using VPN).**

- If you do not have access to the City network, there is a computer on the 13th floor Finance Department lobby that new employees can use, by appointment only. To set up an appointment please call (408) 535-7070 or PaySuper@SANJOSECA.GOV.

1. Under the **Employee Quick Links**, click the link to **Direct Deposit**.
2. Enter your Direct Deposit information by filling in the following fields:
 - a.) Routing Number
 - b.) Account Number
 - c.) Account Type (Checking or Savings)
 - d.) Deposit Type
 - Amount (Specific \$ total)
 - Percent (% of total income)
 - Balance of Net Pay (Entire Paycheck)
 - e.) Only fill if percent is chosen. Enter percent of paycheck you would like deposited
 - f.) Order the priority of the account. 1 for first account to deposit money, 2 for second, 3 for third, etc.