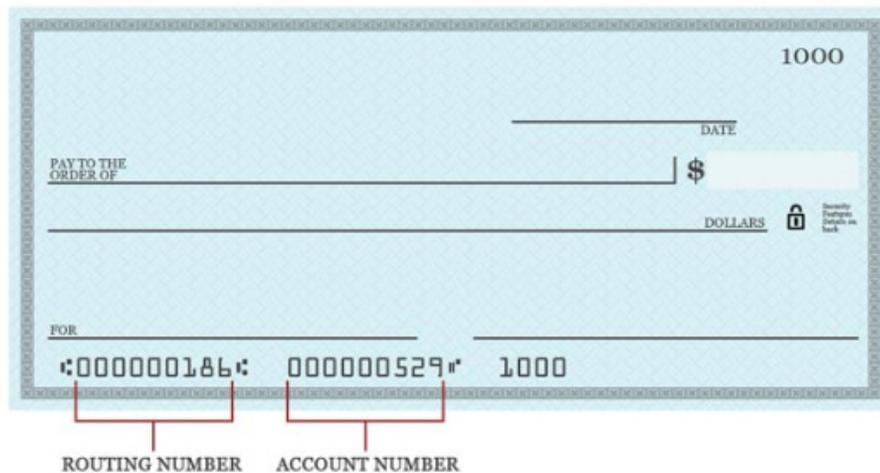


Managing Bank Accounts for Direct Deposit

Adding, editing, and deleting bank accounts to receive paychecks via direct deposit is easy. Follow the steps below.

To Add a New Bank Account:

- 1 In Toast Payroll, select the **Pay** dropdown and then select **Direct Deposit**.
- 2 Select the **Add+** button to launch the popup.
- 3 Choose the Account Type (Checking or Saving) and assign the account a nickname.



- 4 Enter the Bank Account and Routing Numbers
- 5 If needed, add a copy of a check or other banking attachments.
- 6 Finally, choose how you want to allocate your money. If you only have one account, leave at 100%
- 7 Select **Finish** when done!

Updating and Deleting Your Bank Accounts

- 1 If you need to edit or delete a bank account, select the **Pay** dropdown and select **Direct Deposit**.
- 2 Beside the account you wish to change, select the **pencil icon** to edit or the **trash can icon** to delete.

Sequence	Account Name	Bank name	Type	Amount	
1	Checking 1	JPMORGAN CHASE BANK, NA	Checking	100%	  

