Setting-Up Direct Deposit

1) Go to Atlas (https://atlas.mit.edu/atlas) and select "About Me"
2) Under the "Money Matters" section to the left, select the link to "Direct Deposit Preferences"
3) Input the last 4 digits of your SSN
4) Set up your Account(s) –
   a. <u>Main Account</u>: You will need your account type (checking or savings), routing number and account number. 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.

Additional information can be found at: http://vpf.mit.edu/static/pdf/Direct_Deposit_Quick_Card.pdf

Questions? Email swe-treasurer@mit.edu