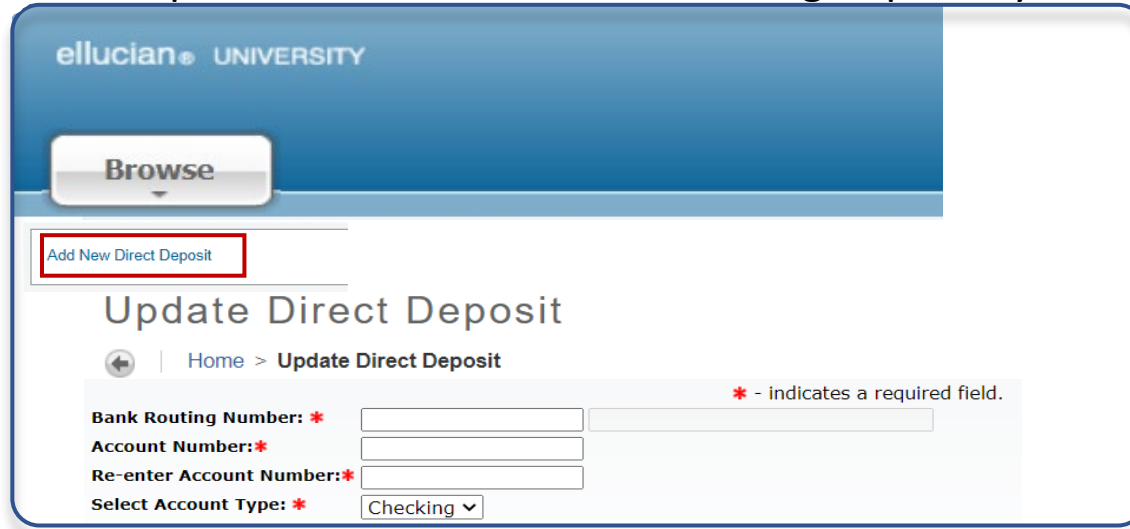


# Set Up Direct Deposit here

Direct Deposit is reliable, safe, and fast. Sign up today!



## Step by Step Instructions:

- (1) Go to pilots.up.edu
- (2) Self Serve Banner
- (3) Personal Information
- (4) Click Add New Direct Deposit
- (5) Enter Bank Routing Number
- (6) Enter Account Number
- (7) Re-Enter Account Number
- (8) Select the Type of Account
- (9) Read the Authorization Agreement
- (10) Select "I agree"
- (11) Save
- (12) Verify your information is correct
- (13) See email confirmation


**Routing Number:** A routing number identifies your bank or credit union.

Some banks have more than one routing number. Routing numbers are found on your bank statement, mobile app, printed check, or with customer service.

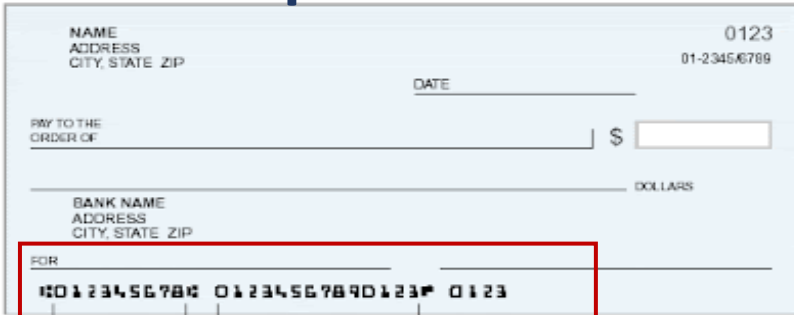
**Account Number:** Do not use your debit card number as your account number.

## Where to find your routing and account number?

**Bank App**  
my checking  
Account Balance  
Transaction Details  
Account & Routing Number  
Paper & Electronic  
Routing Number: 123456789  
Account Number: 000111111222333

**Call your bank.**  


**Sample Check**



FOR  
⑆0123456789⑆ 01234567890123⑆ 0123  
Routing Number Account Number

Questions, email us at: [up\\_controller@up.edu](mailto:up_controller@up.edu) or [stu-acct@up.edu](mailto:stu-acct@up.edu)