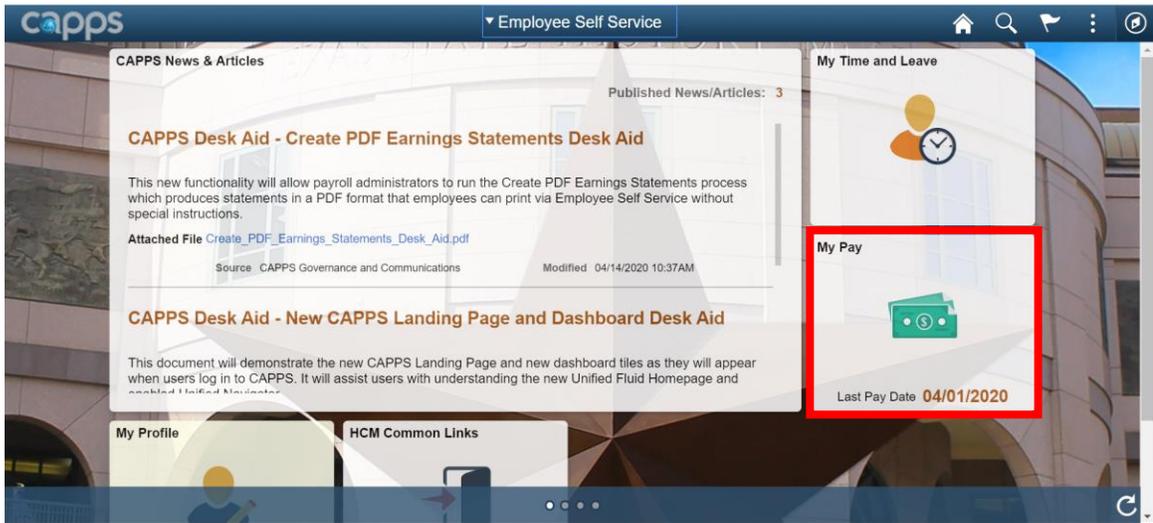
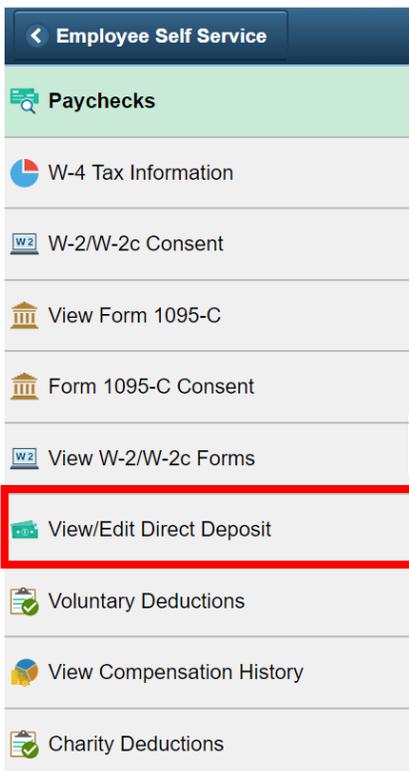


Viewing/Editing Direct Deposit Details

1. Click “My Pay” on the CAPPs Portal:



2. Click “View/Edit Direct Deposit”:



3. The current direct deposit information is displayed:

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit
Checking	1119	70390	Balance of Net Pay		999	Edit

[Add Account](#)

Direct Deposit Exempt

Direct Deposit Exempt:

Exempt Reason:

[Save](#)

4. To view details, click the "Account Type" hyperlink.

5. To edit detail, click the "Edit" button.

Note: If new to the state/agency, click the "Add Account" button to initiate the direct deposit setup instructions.

Your Bank Information

Routing Number:

Distribution Instructions

*Account Number:
Retype Account Number:
*Account Type:

International ACH Bank Account

Will these payments be forwarded to a financial institution outside of the United States?
 No Yes

I authorize the Texas Comptroller of Public Accounts to deposit my payments from the state of Texas to my financial institution electronically. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error. I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)

* Required Field

[Return to Direct Deposit](#)

6. Update the routing number.

Note: If you do not know the routing number, you can use the Look Up Glass.

7. Update the account number.

8. Retype the account number.

Note: The "Retype Account Number" field will remain greyed out until you tab out of the account number field.

9. Choose account type.

10. Click the appropriate bullet for the "International ACH Bank Account" question.

Note: If "Yes" is selected, direct deposit is inactivated, and you will be locked out of the direct deposit screen.

11. Click the authorization box.

12. Click "Submit".

13. Read the warning message then click "OK":

Warning (30100.8)

You are about to make changes to your Direct Deposit Instructions. Depending on when your agency processes payroll, this change may not be reflected in your next pay. You may still receive direct deposit to the previous bank account, or a paper check (warrant). Please contact your agency payroll officer with any questions or concerns.

OK

Cancel