

Direct Deposit Instructions

Direct deposit is a safe and convenient way to receive your payroll, accounts payable checks and student refunds. By implementing online direct deposit enrollment, faculty, staff, and students will have more control over their payments. Changes to banking information are immediate. The online direct deposit process is more efficient and secure and will increase the timeliness of receipt of payment.

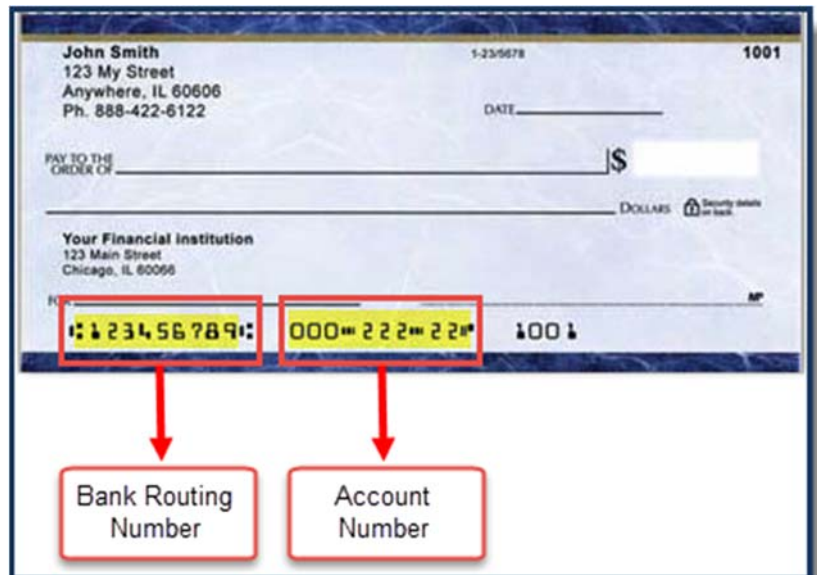
Initial Online Direct Deposit Enrollment

You will need the following information available to complete the online direct deposit enrollment:

- Bank Routing Number
- Account Number

The Bank Routing Number and Account Number can both be located on your personal check. See diagram to the right.

Once you have the necessary information, complete the steps below.



For Employees

- Login to myGate.
 - Click on Employee tab.
 - Refer to the Employment Details Channel in the upper left hand corner and choose the Direct Deposit link.
 - Select Add New Direct Deposit
1. Enter your Bank Routing Number. You should see your bank auto populate in the field. If the bank name is correct, go to Step 2. If the bank name is incorrect, please call 270-809-2191 for assistance.
 2. Enter your Account Number. Hit TAB.
 3. Select Account Type (Checking or Savings) in drop down menu.
 4. Select Save, review your bank name, routing number and account number one more time. Make sure you log out of the system.

This bank account will be used for all payroll and accounts payable payments until you make changes. No checks will be issued.

Banking Modifications

In order to make changes to the banking information you have entered you will need to first inactivate the bank that you have currently enrolled in.

Once you have the necessary information, complete the steps below.

- Login to myGate.
- Click on Employee tab.
- Refer to the Employment Details Channel in the upper left hand corner and choose the Direct Deposit link.
- Click on the Pencil Icon to edit the information already entered.
- Select Save.
- If you want to delete bank information you click the red delete icon.
- If you want to add an account you click on the green plus button. Employees are limited to 2 payroll bank accounts. Student Refunds and Vendor Payments are limited to 1 bank account.

Below is a list of local banks in Murray, KY.

BB & T

602 South 12th Street
270-767-2243

**Lake Chem Community Federal
Credit Union**

112 North 12th Street
270-761-5228

Bank of Cadiz & Trust

630 North 12th Street
270-759-4852

**Murray State University Federal
Credit Union**

202 General Services Building
270-809-6666

CFSB

1721 North 12th Street
270-753-9067

Regions Bank

515 North 12th Street
1-800-734-4667

FNB Bank

1304 Chestnut Street
270-767-1240

The Murray Bank

405 South 12th Street
270-753-5626

First Financial Bank

210 North 12th Street
270-753-7921

US Bank

1111 Main Street
270-759-9443

Independence Bank

1304 Chestnut Street
270-759-1776

Woodforest National Bank

809 North 12th Street
270-753-4889

For questions concerning the direct deposit process, please call 270-809-4126.