

How Do I Update My Direct Deposit Account or Tax Filing Status?

<https://support.paycor.com/s/article/How-Do-I-Update-My-Direct-Deposit-Account-or-Tax-Filing-Status>

This article describes how employees can update their own direct deposit accounts and tax filing statuses. This describes only for the employee portion of the process.

As an employee, you can log into [Paycor.com](https://support.paycor.com) and do either of these:

- [Update your direct deposit account information](#)
- [Update your tax filing information \(what you want withheld from your check\)](#)

HOW TO UPDATE YOUR DIRECT DEPOSIT ACCOUNT INFORMATION

1. After you log into **Paycor**, on the left side under the Paycor logo, click **Profile Summary**.
2. In the left menu, go to **Pay & Taxes > Direct Deposit Accounts**. The Direct Deposit section appears where you can do either:
 - Click **Edit** to change to a **different** bank account.
 - Click **+ Add Account** to add an additional bank account.

3. Enter the bank routing and account numbers and select **account type** (checking **or** savings).

Note: In **Allocation**, the **All of My Pay** select is marked you have **only one** bank account.

4. If you are adding a secondary or additional bank account, select **Partial Amount** and designate either an amount or a percentage to be deposited from your check.
5. Select how often you want this deposit to happen.
6. Click **Save**.

Important:

- There **must** be **one** account that is designated **Primary Net** into which your **net pay** will be deposited.
- You **cannot** have **multiple** accounts with a **percentage** being deposited into each **without at least one account marked as Primary Net**.
 - If **not**, these occur:
 - A paper check is generated for **zero dollars** when the payroll is processed
 - Check is sent to you with your default delivery method **and** it will include **delivery fees**.
- **Example:**
 - The employee has **multiple** accounts with **one Primary Net**.

- o Also, this customer has approvals set up for review of the changes the employee has made.

The screenshot displays the Paycor interface for Michele G. Patterson, a Receptionist. The left sidebar contains navigation options like Favorites, Pay & Taxes, and Time. The main content area is titled 'Direct Deposits (3 Active)' and includes a notification about pending approvals. It lists three direct deposit accounts: UMB, NA (10% of earnings), FIFTH THIRD BANK (Primary Net), and REGIONS BANK (\$100.00 of earnings). A section for 'Other Deposits (1)' shows an HSA contribution from Regions Bank.

Bank/Account	Amount	Frequency	Action
UMB, NA Savings ending in ***2161	10% of your earnings	Every pay period	Edit
FIFTH THIRD BANK Checking ending in ***4941	PRIMARY NET (Remaining Pay)		Edit
REGIONS BANK HSAERDD - Employer HSA Contribution DD Checking ending in ***9874	\$100.00 of your earnings	Every pay period	View

UPDATE YOUR TAX FILING STATUS/WITHHOLDING INFORMATION

1. After you log into **Paycor**, on the left side under the Paycor logo, click **Profile Summary**.
2. In the left menu, go to **Pay & Taxes > Taxes**.
3. In the Taxes section, click **any** of the tax codes listed to **edit**.
 - Click the **Update Withholding** field to change your selections.

Note: If you are updating your Federal withholding (FITWH) and going from a W-4 before 2020, there are two links shown below where you can follow the instructions, review, and use the worksheet to calculate how you want taxes withheld.

Taxes

Update Tax Forms

FITWH - Federal Income Tax

FITWH
Federal Income Tax

OH
Ohio State Treasurer

Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS. Please review the [W-4 instructions and worksheet](#)

Status
Active

History
1/1/2009 **Update Withholding**

Filing Status
Married

Exemptions
2

Adjust Withholding

Override Date

Extra withholding (per pay period)

Percent

Non-Resident Alien Additional

Delete Withholding