

Instructions for DIRECT DEPOSIT and W-4 Set Up and Changes

The [MyMotlow](#) Self-Service Banner portal will be utilized to enter Direct Deposit and W4 information. Paper forms will no longer be utilized. **New hires should enter their direct deposit information within 3 days of the employment start date**, and **W-4 information will be defaulted to the status of Single with zero exemptions** unless changed by the employee online prior to payroll processing (which usually occurs within seven days prior to the end of the month).

Direct Deposit

All payroll and accounts payable payments will be issued to employees by direct deposit.

Direct Deposit information is accessible through the [MyMotlow](#) portal under the **Employee tab** and then by going to **Pay Information**. The last two links pertain to direct deposit, and the Direct Deposit Allocation link is used to view the current allocation. The **Modify Direct Deposit Records** link is used to set up or change your banking information. Once completed, be sure to **check both the payroll deposit box as well as the accounts payable deposit box** and **Save** your changes.



W-4 (Employee's Federal Income Tax Filing Status and Withholding Allowance Certificate)

W-4 information is accessible through the [MyMotlow](#) portal under the **Employee tab** and then by choosing **Tax Forms**. Click on W-4 Employee's Withholding Allowance Certificate to view your W-4 status. To make changes, click on the **Update** link at the bottom of the page. Once completed, click **Certify Changes**.

