

PAYROLL

Get **PAID** *Faster.*

How to **Set Up Direct Deposit** with Premier America.



PREMIER AMERICA
CREDIT UNION

DIRECT DEPOSIT is the easiest way to get paid — *fast, safe & automatic.*

Follow the steps below to connect your paycheck to your Premier America account and get paid up to two days early*.

What You'll Need

Before you start, have this information ready:

- ✓ Premier America Routing Number
- ✓ Your Checking or Savings Account Number
- ✓ Your employer's payroll login
(Paylocity, ADP, Paychex, or similar)

Tip: *Your routing and account numbers can be found on your checks or in digital banking.*



STEP 1 LOG IN TO YOUR PAYROLL SYSTEM

Sign in to your employer's payroll or HR portal

User ID

Save my user ID

Next

[Forgot user ID?](#)

STEP 2 FIND DIRECT DEPOSIT SETTINGS

Look for one of these menu paths:

- Pay / Payroll

Recommended

 **Pay**

 **News**

 **Benefits**

- Direct Deposit

 **Direct Deposit**
Get Paid Faster

 **Tax Withholding**
Easily control your tax withholdings

- Payment Settings

Amount per paycheck
Everything

Account number
0123456789

- Personal Information → Direct Deposit

What type of account would you like to set up?

Direct Deposit >

RETURN TO ACCOUNTS

STEP 3 ADD PREMIER AMERICA AS YOUR FINANCIAL INSTITUTION

When prompted, enter:

- Account Type: Checking or Savings
- Routing Number: 322283990

Account Type
CHECKING ✓

Routing Number ⓘ  CAPTURE CHECK
322283990

Confirm Routing Number
322283990

- **Account Number:** From your check or online banking

Account Number 

Confirm Account Number

I have received and agreed to the **TERMS** and **PRIVACY STATEMENT**

- **Deposit Amount:**
 - Entire paycheck (*recommended*), or
 - Fixed amount or percentage

Account Type

1 - CHECKING 

Would you like to deposit a specified amount per pay period into this account, or the balance of your pay?

Deposit a specified amount 

Deposit a percentage of my pay 

Deposit the remainder of my pay 

 The remainder of your pay is already being deposited in another account

Make sure at least one account is marked “Remaining Balance” so all funds are deposited correctly.

STEP 4 REVIEW & SUBMIT

- Double-check your information
- Submit for approval (*some employers require manager or HR approval*)

Account Type

CHECKING 

Routing Number   CAPTURE CHECK

322283990

Confirm Routing Number

322283990

Account Number 

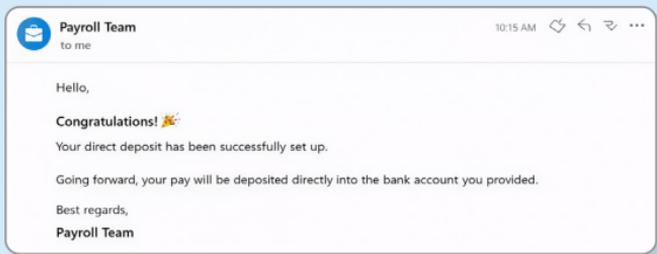
123456789

Confirm Account Number

123456789

I have received and agreed to the **TERMS** and **PRIVACY STATEMENT**

- Watch for a confirmation email



Timing Tip: *Submit updates before payroll is processed to avoid delays.*



Important Things to Know

- ✓ Direct deposit generally only works with accounts held at U.S. financial institutions.
- ✓ Do not use routing numbers from deposit slips, use a check or online banking.
- ✓ Changes made after payroll starts may apply to the next pay cycle.
- ✓ If your employer requires approval, deposits begin once approved.



NEED HELP?

Contact your employer's HR or Payroll team, or visit **PremierAmerica.com** for help finding your account details.



PREMIER AMERICA CREDIT UNION

PremierAmerica.com • 800-772-4000

*Early access to direct deposit funds depends on the timing of the submission of the payment file from the payer. Funds may be available on the day the payment file is received, which may be up to two (2) days earlier than the scheduled payment date. Federally Insured by NCUA.  Equal Housing Lender.