Add additional direct deposit information. Deposits can be made to more than one bank account. You can allocate portions of your paycheque to other accounts using either amount or percent.

Direct Deposits can only be made to recognized Canadian financial institutions. Deposits cannot be made to a ‘Line of Credit’ or to foreign bank accounts.

1. Sign in to Bear Tracks.

2. Click Payroll Information from the list of Employee Self Service options

3. Click Direct Deposit from the menu items.
4. Click **Add Account** to enter additional bank accounts.

5. Add Direct Deposit Information:

   a. Verify Your Direct Deposit information from a personal cheque or contact your financial institution. Enter your Bank, Branch and Account information.

      - **Bank ID** – 3 digits
      - **Branch ID** – 5 digits
      - **Account Number** – up to 12 digits depending on the financial institution.

   b. **Account Type** – From the drop down select either **Chequing** or **Savings**.

   c. **Deposit Type** – From the drop down select one of the following:

      - **Amount** – With **Amount** you can specify that a flat amount be deposited into a bank account. Note: the remaining amount of your paycheque will be deposited into your **Balance** account.
Percent – With Percent you can specify that a percentage be deposited into a bank account. Note: the remaining percentage of your paycheque will be deposited into your Balance account.

The Balance account is considered your primary direct deposit account.

d. Amount or Percent – Specify the amount of percentage that will be deposited into the bank account being entered.

e. Deposit Order – Your Balance account is your primary direct deposit account and it will default to 999. When entering additional bank accounts you have to specify an order of priority for each additional bank account, i.e. 2, 3, 4,....

f. Click the Submit button.

6. Your new direct deposit information has now been submitted. This information can be edited at any time and additional accounts can also be added.

Click OK to return to the Direct Deposit page.
Effective Date of Direct Deposit - to take effect in the current pay period direct deposit information must be entered 7 calendar days prior to pay day.