Setting up your Direct Deposit
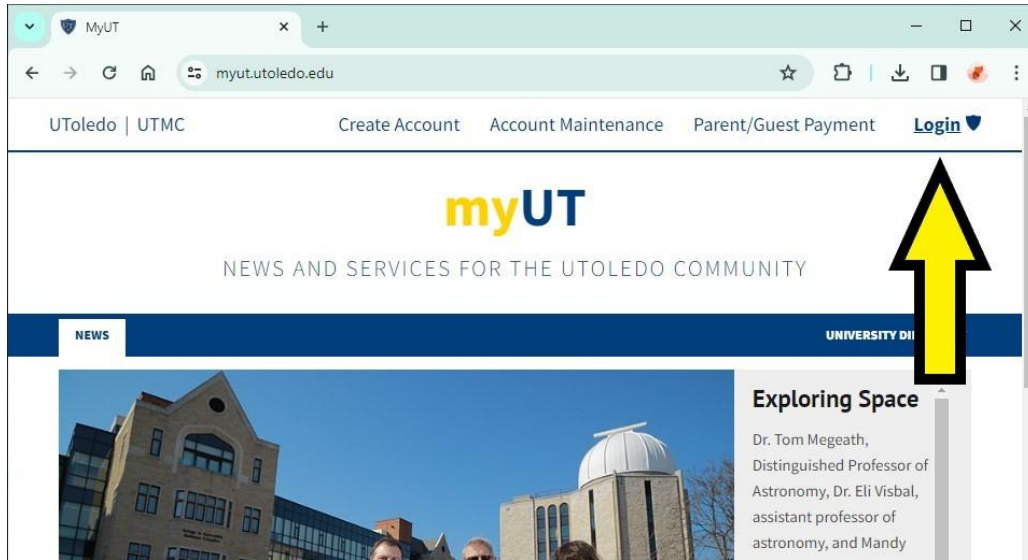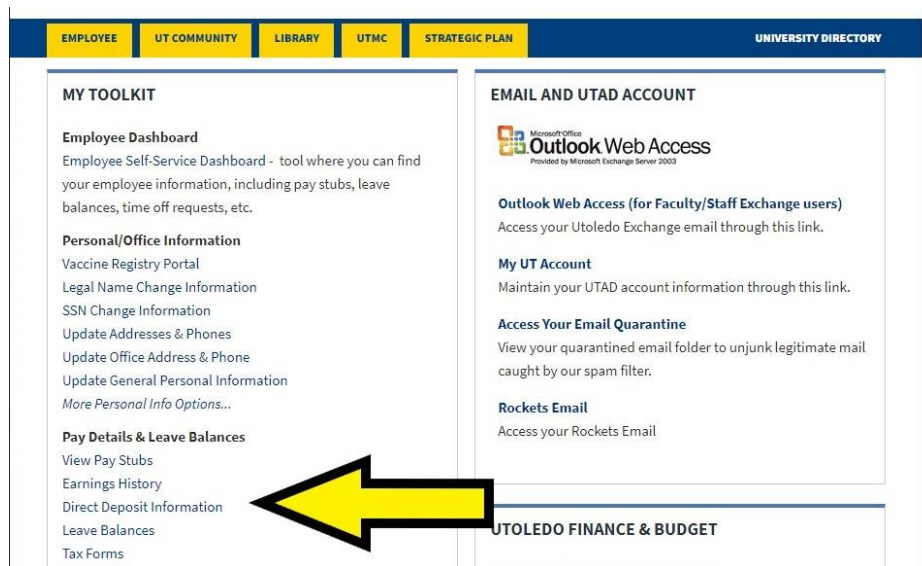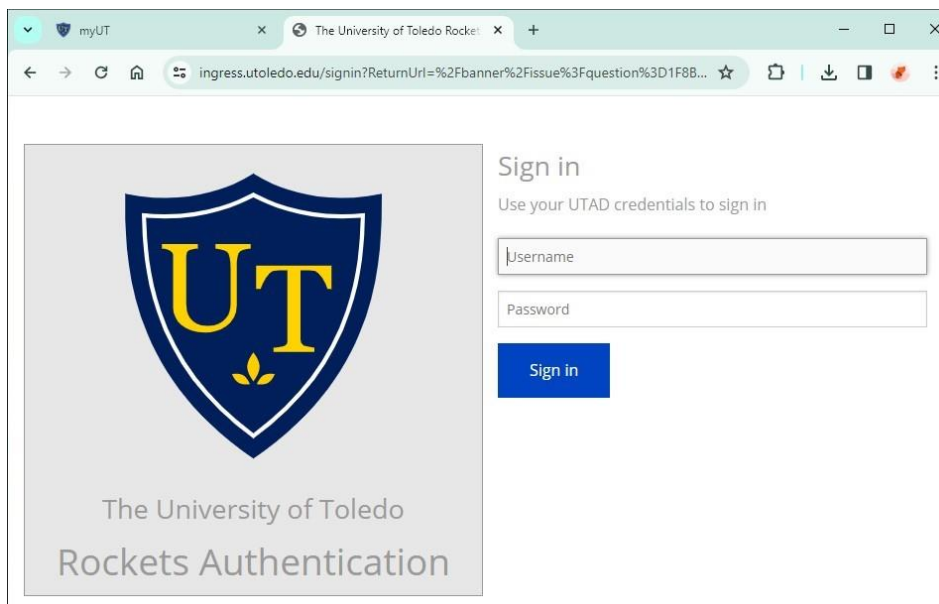
1. Log into http://my.utoledo.edu
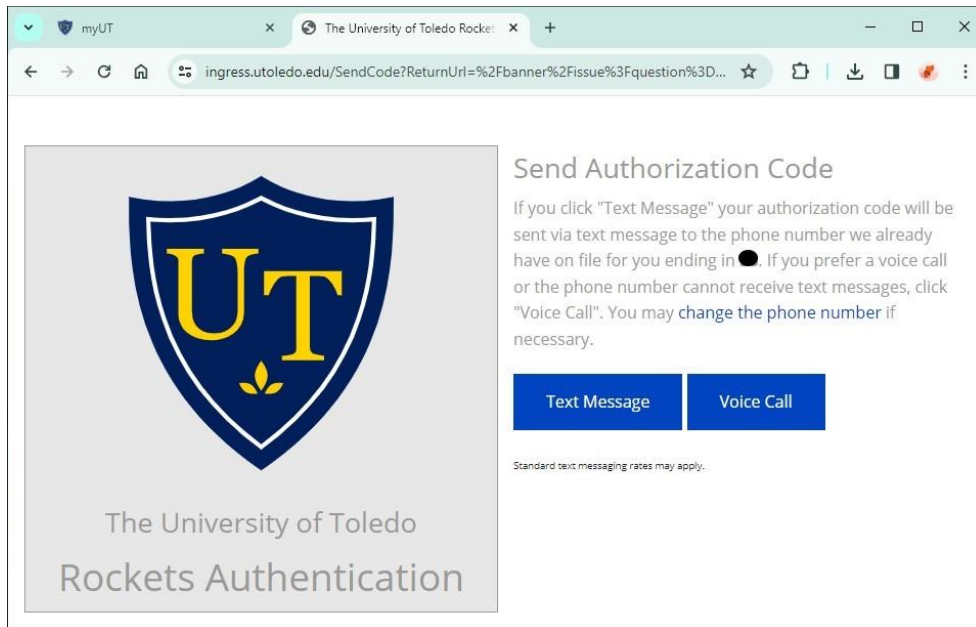

2. Make sure you are on "Employee" tab
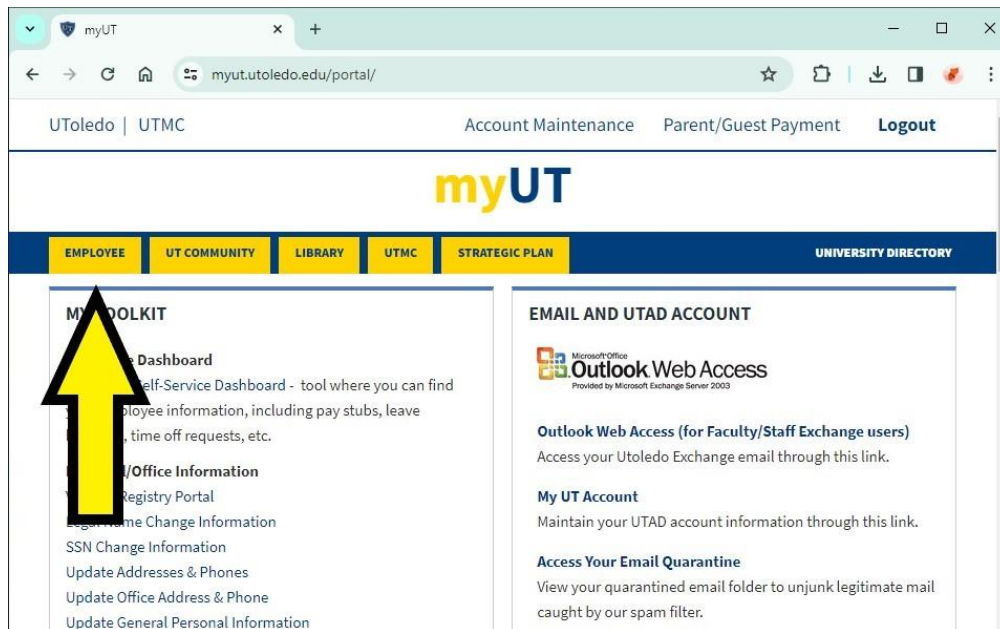
3. Scroll down and select "Direct Deposit Information"
   a. It is located under the Pay Details & Leave Balances in the MY TOOLKIT section

4. Log in using Two Factor Authentication
   a. Sign In

b. Select Authentication Choice

c. Enter Verification Code

5. Add Direct Deposit Allocation

6. Enter your bank account information and click continue
   a. Your Bank's Routing Number
   b. Your Account #
   c. Amount or Percentage

7. Verify Information and Submit

UTFCU Credit Union Routing Number

Savings Account Number will be your member number and add the number "1" at the endo of it.

I.E. if your member number "123456" you would enter: 1234561

If you want to have the direct deposit into your checking account, it will be a 13 digit account number. New checks have a 13 digit account number, if you have the old checks, call for your full 13 digit account number.