Updating your checking account and/or tax deductions on Paylocity

this is done using the web browser Log into Paylocity by visiting https://access.paylocity.com/ using your username and password.

- Once you have logged in and you are on the self-service portal, you will look for "View Employee Record"
- 2. At the top, you will click on "Pay" and then "Direct Deposit".
- Once you have selected "Direct Deposit" you will see the Primary Account info. You can edit or delete this.
- If you are just wanting to add or update an additional checking or savings account, you will select "Additional Accounts" and follow the same steps.
- To edit or update your tax setup, you will select "Tax Setup" and make your adjustments. There will be a section for State and Federal Deductions.



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