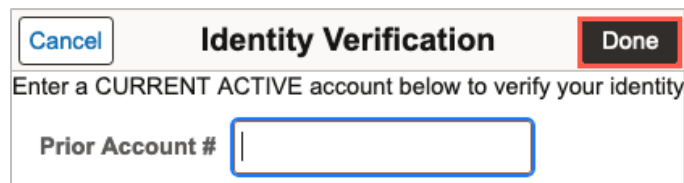# Direct Deposit Identity Verification Job Aid

The purpose of this job aid is to explain how to complete the Identity Verification when adding additional Direct Deposit Accounts or making changes to currently existing Direct Deposit Accounts.
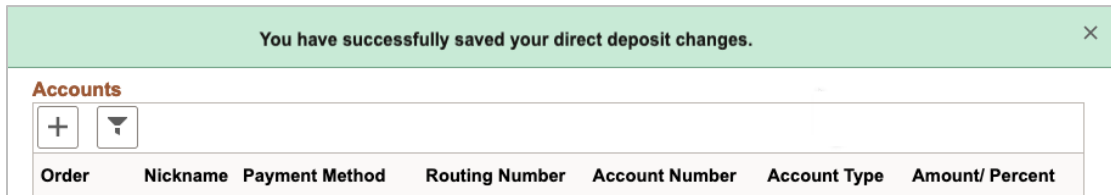
Perform Identity Verification

The **Identity Verification** pop-up window will be displayed after the **Save** button is clicked after an employee attempts to add additional accounts or make changes to their direct deposit. Enter a **Prior Account** number associated with the Direct Deposit for the employee and click **Done.** The Prior Account number can be an existing account number associated with the account or an account number that has been changed or deleted in the past.
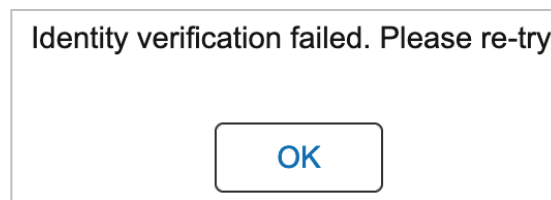

Entering a correct prior account number will return you to the **Direct Deposit** page where the green banner appears verifying the change has been successfully saved.
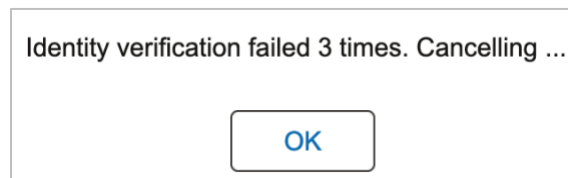

Entering an incorrect prior account number will display a pop-up window with the following message. Click **OK** to try again.

You will have three attempts to verify a prior account number. If all three attempts fail, your request will be canceled, and you will see the following message.

Any issues with Direct Deposit verification will need to be directed to Payroll@uta.edu.