

Set up direct deposit or change your bank account information

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Adding a bank account

If you're set up for a check payment method, you can change this to direct deposit from your Gusto account.

You'll be prompted to sign a Direct Deposit Authorization form. You can find this form for future reference in the Documents section of your account.

- [Sign into your Gusto account](#)
- Click the **Job & Pay** tab on the left-hand side.
- Under Payment Method: Check, click **Add Method**.
- Enter your routing number, account number, account type, and display name—make sure all information is accurate.
 - We'll send a test transaction to the account number entered—if we receive an error, the information may need to be updated and verified. This may take a few days.
- Click **Save**.

Once the account has been verified, you'll be paid via direct deposit on future payrolls that haven't already been processed.

Changing your bank account

- [Sign in to Gusto](#).
- Click the **Job & Pay** tab.
 - If you don't see the **Job & Pay** tab, you might be in your admin account—referencethis [article](#) to switch between accounts.
- Scroll to the "Payment Method" headline, and click **edit** near the right-side of the page.
- Enter your new direct deposit information—make sure all the information is accurate.
 - We'll send a test deposit to the account number entered—if we receive an error, the information may need to be updated and verified. This may take a few days.
 - If you're interested in using a Gusto spending account and debit card,[learn more here](#).
- Click **Save**.

Once the bank account has been verified, you'll be paid to the new account.

If you changed your bank account after a payment has already been processed, it may go to the previous account. Reach out to your administrator if you were not paid in the right account.
