You will be able to enroll in Payroll Direct Deposit once you are able to enter time in MaineStreet.

Please note: Direct Deposit is required for all University of Maine employees.

1. Login into MaineStreet (mainestreet.maine.edu)

2. Click Employee Self-Service

3. Click Payroll and Compensation, then click Direct Deposit

4. Bananas Bear

Click Add Account

Continued on back
5. **Bananas Bear**

**Add Direct Deposit**

**Instructions**

Any changes to your Direct Deposit records may result in a predate process to verify information with your bank. This may cause a paycheck to be issued for at least one pay cycle.

If you have any questions, please contact your Human Resources Department.

**Your Bank Information**

**Routing Number:** [ ]  
**Account Number:** [ ]

**Account Type:** [ ]  
**Deposit Type:** [ ]

**Amount or Percent:** 100.00%  
**Deposit Order:** [ ]

Choose 'Savings' or 'Checking'  
Input '100%' to have your entire paycheck deposited into this account

1. **Click Submit**

**Finding Your Routing and Account Numbers:**

Both the routing and account number are printed on the lower edge of paper checks as shown above. If you do not have checks for your account, your financial institution can supply you with the routing number.

If you need additional assistance enrolling in payroll direct deposit please contact the Office of Student Employment at 207.581.1349 or student.employ@umit.maine.edu.