Edit or Delete Direct Deposit

Once an account has been entered and has the deposit type of Remaining Balance this account cannot be deleted, instead edit this account.

Edit Existing Account

1. Click **Update Direct Deposit** on the Payroll information tile on MyUW.
   NOTE: The Portal can be accessed from anywhere with Internet access, including your Smart Phone or Tablet.
   a. **All UW**: Employees can access the MyUW System portal at https://my.wisconsin.edu/
   b. **UW Madison**: Employees can access the MyUW Madison portal at https://my.wisc.edu/

2. Click the account to be edited.

3. Make changes to applicable fields.

4. Click the pencil icon to edit the Account Number.

5. Click **Save**.
   NOTE: A confirmation email will be sent to business email on file.

6. **Sign out** of the page through the stacked menu in the upper right corner.

Delete an Existing Account

1. Click **Update Direct Deposit** on the Payroll information tile on MyUW.
   NOTE: The Portal can be accessed from anywhere with Internet access, including your Smart Phone or Tablet.
   a. **All UW**: Employees can access the MyUW System portal at https://my.wisconsin.edu/
   b. **UW Madison**: Employees can access the MyUW Madison portal at https://my.wisc.edu/

2. Click the account to be edited.

3. Click the **Remove** button.

4. Click Y**es** to verify the account removal.

5. Click **Save**.
   NOTE: A confirmation email will be sent to business email on file.

6. **Sign out** of the page through the stacked menu in the upper right corner.

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