

Direct Deposit Tab (2019)



This article is for Drake Accounting 2019. To view this article for Drake Accounting 2018, click [here](#).

Enter direct deposit information for the employee on the **Direct Deposit tab**. Be sure to complete each field with a  icon, as these are required entries.

Direct Deposit Information

Direct Deposit Payroll Checks This is used in conjunction with the Direct Deposit Authentication Setup. Contact Kotapay to obtain information needed to complete the Direct Deposit Setup under Firm > Setup Direct Deposit.

Account Type

Checking Savings Apply to Savings

Checking Numbers

Checking Routing Number Retype Checking Routing Number

Checking Account Number Retype Checking Account Number

Use Same Routing Number

Savings Numbers

Savings Routing Number Retype Savings Routing Number

Savings Account Number Retype Savings Account Number



Kotapay is Drake's agent for direct deposit. You must call them (866) 431-9926 and establish your account before using the Direct Deposit feature.

Drake has established a special fee schedule with Kotapay for our clients. It's important that you identify yourself as a Drake client whenever you communicate with Kotapay.

For more information about direct deposit in Drake Accounting, refer to "[Direct Deposit Overview](#)" and "[Testing Direct Deposit](#)".

To see how direct deposit has changed from Client Write-Up, see "[Direct Deposit Changes](#)".

Direct Deposit Information

Direct Deposit Payroll Checks

- Select the check box if payroll checks are to be deposited directly into the employee's bank account.
- The **Account Type** and **Checking Numbers** fields activate.

Account Type

- Specify whether to deposit the payment into a **Checking** or **Savings** account, or **both**.
- Directly deposit payroll checks in up to two accounts for each employee.
- Checks can split between any combination of checking and savings accounts, including two checking or two savings accounts or one of each.
- These accounts can be at two different banks.
 - **Enter Amount to Apply to Savings**
 - Enter the dollar amount or a percent of the net pay amount to deposit into the second Direct Deposit account when splitting the total between two accounts.
 - Optionally, edit this amount for each pay check.
 - If **Checking** and **Savings** is selected as the **Account Type**, an entry in the **Apply to Savings** field is required.

- Then use the drop list to specify whether the amount to apply to savings is a flat dollar and cents amount or a percentage of the net pay amount.

The screenshot shows a form field labeled "Apply to Savings" with a text input containing "0.00" and a red exclamation mark icon. To the right is a dropdown menu currently showing "Dollars/Cents" with a downward arrow. The dropdown menu is open, showing three options: "Dollars/Cents" (highlighted in blue), "Dollars/Cents", and "Percent". A mouse cursor is pointing at the dropdown arrow.

Checking Numbers

- **Checking Routing Number**
 - Enter the routing number for the employee's bank account.
 - Find this number on the bottom of the employee's personal checks to the left of the account number.
 - Reenter the routing number in the **Retype Bank Routing Number** field.
- **Checking Account Number**
 - Enter the employee's checking account number for the direct deposit.
 - If splitting the deposit between two savings accounts, enter the first savings account information here.
 - Reenter the account number in the **Retype Checking Account Number** field.

i If the direct deposit will be split between two accounts at the same bank, enter the bank routing number select the **Use Same Routing Number** check box.

The Checking Routing Number will automatically enter into the Savings Routing Number field.

Savings Numbers

- **Savings Routing Number**
 - Enter the routing number for the bank holding the employee's savings account (or second checking account).
 - Reenter the routing number in the **Retype Bank Routing Number** field.
- If this account is at the same bank as the checking account used above, select **Use Same Routing Number** to fill the **Savings Routing Number** field with the same routing number used for the checking account.

The screenshot shows a form section titled "Savings Numbers". At the top is a checkbox labeled "Use Same Routing Number" which is currently unchecked. Below this are four input fields arranged in two rows. The first row contains "Savings Routing Number" and "Retype Savings Routing Number". The second row contains "Savings Account Number" and "Retype Savings Account Number". Each of the four input fields has a red exclamation mark icon to its right, indicating a required field.

- **Savings Account Number**
 - Enter the employee's savings account number for the direct deposit.
 - If splitting the deposit between two checking accounts, enter the second checking account information here.
 - Reenter the account number in the **Retype Savings Account Number** field.

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