

Direct Deposit Tab



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

Enter direct deposit information for the employee on the **Direct Deposit tab**.

Be sure that each field with a  icon is completed, as these are required entries.

Personal Information Payroll Wages/Rates Payroll Options Federal Tax State Tax Local Tax Deductions Benefits Direct Deposit Notes

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 Dollars/Cents

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



See "[Direct Deposit Overview](#)" for more information about setting up and transmitting direct deposit.



Kotapay (formerly InterceptEFT) is Drake's agent for direct deposit.

You must call them (866) 431-9926 and establish your account prior to 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.

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 pay into a **Checking** or **Savings** account, or **both**.
- Directly deposit payroll checks in up to two accounts for each employee.
- Checks can be 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 the deposit is being split between two accounts.
 - This amount can be edited for each pay check.
 - If both **Checking** and **Savings** are 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 dollars and cents amount or a percentage of the net pay amount.

The screenshot shows a form field labeled "Apply to Savings" with the value "0.00" and a red exclamation mark icon. A 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 the deposit is to be split 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 be automatically entered into the Savings Routing Number field.

Savings Numbers

- **Savings Routing Number**
 - Enter the routing number for the bank where the employee's savings account (or second checking account) is located.
 - 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, there is a checkbox labeled "Use Same Routing Number" which is currently unchecked. Below this, there 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 next to it, indicating a required or error state.

- **Savings Account Number**
 - Enter the employee's savings account number for the direct deposit.
 - If the deposit is to be split 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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