



ELECTRONIC DIRECT DEPOSIT FORM

To increase the confidentiality, security and protection of your personal and financial information, we are pleased to announce that the UT System has discontinued the use of the blue Direct Deposit card and the Adobe PDF Direct Deposit form. Direct deposit enrollments and changes will now only be accepted electronically at <https://directdeposit.tennessee.edu> or through the IRIS [Employee Self Service \(ESS\)](#) portal. In addition, all UT System employees will be required to participate in direct deposit moving forward. Paper checks will only be provided to new hires when necessary before initial direct deposits have been established. These changes impact direct deposits for all new employees, and any existing employees wishing to make changes to their current direct deposit.

Benefits of Electronic Direct Deposit include:

- Secure login using your NetID and password
- Two-Factor Authentication provides an additional layer of security
 - Enroll your device in [Two-Factor Authentication](#)
- Submit Direct Deposit changes from your computer or cellphone
- Elimination of paper process for more efficient, streamlined processing

Employees may access electronic direct deposit forms utilizing the following two methods:

1. Instructions for Accessing Online Direct Deposit Form:

Log in to <https://directdeposit.tennessee.edu> using your NetID and password

- Complete the electronic form
- Attach a picture or scanned copy of one of the following:
 - voided check; or
 - letter from your financial institution confirming your bank account # and routing #
- Click SUBMIT

2. Instructions for Accessing Direct Deposit Form in ESS:

Log in to the IRIS [Employee Self Service \(ESS\)](#) portal using your NetID and password

- Select the "Employee Self Service" folder
- Select "Benefits and Payment"
- Select "Direct Deposit"
- Complete the electronic form
- Attach a picture or scanned copy of one of the following:
 - voided check; or
 - letter from your financial institution confirming your bank account # and routing #
- Click SUBMIT

Effective Date of Direct Deposit: Please refer to UT System [Payroll Deadlines](#) to determine effective date of direct deposit submissions. New direct deposits or changes to existing direct deposits must be received by established time entry and approval deadlines. New employee direct deposits received after the payroll time entry and approval deadline may result in the new employee's first paycheck being mailed to the permanent address reflected in IRIS.

Please contact irishelpdesk@tennessee.edu if you encounter any technical issues in accessing or submitting direct deposit.