


## HOW TO ELECT PAPERLESS DIRECT DEPOSIT STUBS

To sign up for the paperless direct deposit stub, follow the instructions below.

- Log on to BannerWeb at <http://go.middlebury.edu/bw>
- Select the **Employee** tab
- Click on **Pay Information**
- Click on **Direct Deposit Allocation**
- Click on **Update Direct Deposit Allocation**
- Click on **Email Pay Stub Notification:**<sup>[1]</sup> under Payroll Allocation
- Click **Save Changes** (please read footnote)
- The following message will appear at the top of the screen indicating your change:

 Your changes were applied successfully.

Contact [payroll@middlebury.edu](mailto:payroll@middlebury.edu) with any questions.