

Gusto Payroll Allotment Setup Guide

To setup your payroll allotment for direct deposit, please locate the **Deposit Slip** within your loan documents that will provide necessary banking information.

1. **Log in to your Gusto Account**
 - Go to the [Gusto](#) website and log in.
2. **Go to My profile.**
3. **Go to the Pay section.**
4. **In the “Payments” card, click Add payment method to add another bank account.**
5. **Enter Bank Details**
 - **Routing Number:** **071001504** (Lakeside Bank)
 - **Account Number:** *Refer to **Deposit Slip***
 - **Account Type:** Select **Checking**
 - **Display Name:** The name of the payment method you choose (*this will be important later when you use the Split Pay function*).
6. **Save Changes**
 - Review the details and save.
 - Confirm Your Direct Deposit Setup will be displayed.
7. **In the “Payments card”, click Split Pay to setup your allotment once the new account is added.**
 - Split funds into different accounts by flat dollar amounts.
 - Enter Allotment Amount: *Refer to **Deposit Slip***
 - When splitting by amount, it's possible to reorder the bank accounts by clicking and dragging on the display name. Gusto will pay the amounts in the order specified until the salary has been fully distributed to the last 'remainder' account.
8. **Save Changes**
 - Review the details to avoid any setbacks or delays and save.
 - Before closing the window, take a screenshot/picture and attach it to an email to: notices@indexloans.com.

For more details, visit [Gusto Support](#) and the [video tutorial](#).