

Paycor 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 Paycor Account

- Visit the [Paycor](#) website and log in

2. Access Direct Deposit Settings

- In the upper left corner of the screen, the Paycor logo, click Profile Summary. In the vertical menu on the left side of the screen, go to Pay & Taxes > Direct Deposit Accounts.

3. Add a New Bank Account

- On the right side of the screen will be an option to either add an account or edit.
- Select "+ Add Account"

4. Fill in Bank Information

- **Routing Number:** **071001504** (Lakeside Bank)
- **Account Number:** *Refer to **Deposit Slip***
- **Account Type:** *Select **Checking***

5. Specify Deposit Amount

- Select "Partial Amount"
- Enter Allotment Amount: *Refer to **Deposit Slip***

6. Review and Save

- Review the information to avoid any setbacks or delays and save.

7. Confirm Your Direct Deposit Setup

- A confirmation message will appear indicating that your direct deposit settings have been updated.
- Before closing the window, take a screenshot/picture and attach it to an email to: notices@indexloans.com.

For more details, visit [Paycor Support](#).
