

# Edit or Delete Direct Deposit

---

## WARNING:

- One account must be identified as the Remaining Balance account. This account cannot be deleted but you can edit the account using the steps below.

## Edit Existing Account

1. Sign into [my.wisconsin.edu](https://my.wisconsin.edu)
2. Click on the **Payroll** tile.
3. Select the **Direct Deposit** tab on the left sidebar.
4. Click the account to be edited.
5. Make changes to applicable fields.
6. Click the pencil icon to edit the Account Number.
7. Click **Save**.  
**NOTE:** A confirmation email will be sent to the business email on file.
8. **Sign out** of the page through the stacked menu in the upper right corner.

## Delete an Existing Account

**WARNING:** Only an account set to percentage or amount can be deleted.

1. Sign into [my.wisconsin.edu](https://my.wisconsin.edu)
2. Click on the **Payroll** tile.
3. Select the **Direct Deposit** tab on the left sidebar.
4. Click the account to be edited.
5. Click the **Remove** button.
6. Click **Yes** to verify the account removal.
7. Click **Save**.  
**NOTE:** A confirmation email will be sent to the business email on file.
8. **Sign out** of the page through the stacked menu in the upper right corner.