



Payroll Deduction Instructions

1. Go to ***"HR4U.com"***
2. ***Log In. (type in teacher's log in credentials)***
3. After logging in, click on ***"Change my Direct Deposit"***
4. Click on ***"Add Deposit Payment"***
5. You will see an image of a sample Check, scroll down.
 - a. Amount Type: two choices: Percentage or Amount: Only Select ***"Amount"***.
 - b. Amount: ***Enter the deduction amount: e.g. \$50.00***
 - c. Account Name: ***Teachers' Full Name (As it will appear on the application)***
 - d. Account Type: choose checking or savings. Select: ***Checking***
 - e. Routing Number: **052002166**
 - f. Account Number: **9108638584**
 - g. Bank Name: ***Citibank (USA Benefits)***
 - h. Bank Branch: ***Laurel, Maryland***
6. Then click next.
7. Click review and save changes
8. Review Changes; review only the top information and **HIT SUBMIT** when done.