

# How to change your direct deposit information

Login to ADP Workforce Now and select Myself → Payment Options

The screenshot shows the ADP Workforce Now interface. At the top, there is a navigation bar with the ADP logo, NBER logo, and a search bar. Below the navigation bar, there are several menu items: Home, Resources, Myself (highlighted with a red box), People, Process, Reports & Analytics, and Setup. Under the 'Myself' menu, there are four main categories: My Information, Personal Information, Pay, and Talent. Under the 'Pay' category, 'Payment Options' is highlighted with a red box. Other items in the 'Pay' category include Calculators, Tax Withholdings, Total Rewards, and Pay & Tax Statements. Below the navigation bar, there is a section for 'Effective January 1, 2023, CVS Caremark®, an independent company, will be administering pharmacy benefits on behalf of Blue Cross Blue Shield of Massachusetts. More information about this change can be found on this page.' Below this, there are several links for 2023 NBER Benefits-at-a-Glance for Staff and Term Employees, 2023 NBER Benefits-at-a-Glance for Benefits-Eligible Hourly Employees, 2023 health plan rates comparison, Blue Cross MyBlue, HR Knowledge Member Perks, HealthEquity Health Reimbursement Arrangement (HRA) website - (applicable only to members of the Blue Cross New England \$1000 deductible plan), and HealthEquity Commuter/Parking Benefit. On the right side, there is a section for 'EAP Webinars' with a link to 'New Directions Employee Assistance Program (EAP)' and contact information: eap.ndbh.com and 800-624-5544. Below this, there is information about 2023 Webinars for all employees, with sessions at 12 PM - 1 PM & 3 PM - 4 PM ET.

In Payment Options, you'll have two options: 1) Edit your current direct deposit bank account information; 2) Add a new direct deposit bank account

The screenshot shows the 'Payment Options' page in ADP Workforce Now. At the top, there is a navigation bar with the ADP logo, NBER logo, and a search bar. Below the navigation bar, there are several menu items: Home, Resources, Myself (highlighted with a blue bar), People, Process, Reports & Analytics, and Setup. The main heading is 'Payment Options'. Below the heading, there is a profile card for 'Sun, Ken' with a 'KS' icon, 'ITBUSANA - IT Business Analyst', and 'INFTEC - Information Technology (Department)'. To the right of the profile card, there is a 'Tax ID' field. Below the profile card, there is a question: 'How do you want to be paid? You can split your pay between any combination of accounts.' Below this question, there are two radio buttons: 'Reveal account details' (selected) and 'Pay statement settings'. Below the radio buttons, there are two panels for 'Bank Account Direct Deposit'. The left panel shows a bank account with a 'Bank Account Direct Deposit' icon, 'Account #', 'Deposit amount', and 'Everything'. Below the panel, there is an 'Edit' button. The right panel shows a bank account with a 'Bank Account Direct Deposit' icon, 'Account #', 'None', 'Deposit amount', and '0.0%'. Below the panel, there is an '+ Add bank account' button.

# Change Direct Deposit Information

To change your current direct deposit bank information, hit edit and then enter your bank information. Select if you would like a specific amount or percentage deposited to the account. When finished, click done.

**W - Chking**

**Routing Number \***

**Confirm Routing Number \***

**Account Number \***

**Confirm Account Number \***

Deposit a specified amount.

Deposit a percentage of my pay. %

Deposit everything here. 

I consent to receive all pay statements issued to me by my employer online, and agree to the Electronic Pay Statement [terms and conditions](#)

# Add a Direct Deposit Bank

To add a direct deposit bank account, click add bank account and enter your bank information. Select if you would like a specific amount or percentage deposited to the account. When finished, click add.

## Add an Account ?

Routing Number

Account Number

Account Type

Review

First, enter your routing number.

John Doe  
1234 Austin Street  
New York, NY 11369

\_\_\_\_\_ 20 \_\_\_\_\_ 91-548/1221

PAY TO THE ORDER OF \_\_\_\_\_ \$

\_\_\_\_\_ DOLLARS

MEMO \_\_\_\_\_

**122105278** 6724301068 || 2400 ||

Routing Number

**Routing Number \***

**Confirm Routing Number \***

[Next >](#)

[✕ Cancel](#)

Once any changes of direct deposit information or bank additions are submitted, it goes to Accounting for approval. They will review the submissions within a few days.

# How to change your tax withholding information

In ADP Workforce Now, select Myself → Tax Withholdings

The screenshot shows the ADP Workforce Now interface. At the top, there is a navigation bar with the ADP logo, NBER logo, and a search bar. Below the navigation bar, there are several menu items: Home, Resources, Myself (highlighted with a red box), People, Process, Reports & Analytics, and Setup. Under the 'Myself' menu, there are three main sections: My Information, Personal Information, and Pay. The 'Pay' section is expanded, and 'Tax Withholdings' is highlighted with a red box. Other items in the 'Pay' section include Calculators, Payment Options, Total Rewards, and Pay & Tax Statements. Below the navigation bar, there is a notification banner: "Effective January 1, 2023, CVS Caremark®, an independent company, will be administering pharmacy benefits on behalf of Blue Cross Blue Shield of Massachusetts. More information about this change can be found on this page." Below the notification, there is a list of links: 2023 NBER Benefits-at-a-Glance for Staff and Term Employees, 2023 NBER Benefits-at-a-Glance for Benefits-Eligible Hourly Employees, 2023 health plan rates comparison, Blue Cross MyBlue, HR Knowledge Member Perks, HealthEquity Health Reimbursement Arrangement (HRA) website - (applicable only to members of the Blue Cross New England \$1000 deductible plan), and HealthEquity Commuter/Parking Benefit. On the right side, there is a sidebar with the heading "EAP Webinars" and a link to "New Directions Employee" with the URL eap.ndbh.com and phone number 800-624-5544. Below this, it says "2023 Webinars FOR ALL EMPLOYEES 2023 Sessions at 12 PM -".

On the Tax Withholdings page, you can add or edit your federal or state W-4 information. For your first time setup, you will need to complete the federal tax form and then the state tax form. After the initial setup is complete, you will be able to edit both forms.

The screenshot shows the ADP Workforce Now interface for the 'Tax Withholdings' page. At the top, there is a navigation bar with the ADP logo, NBER logo, and a search bar. Below the navigation bar, there are several menu items: Home, Resources, Myself (highlighted with a blue box), People, Process, Reports & Analytics, and Setup. The main heading is "Tax Withholdings". Below the heading, there is a profile card for Ken Sun, ITBUSANA - IT Business Analyst, INFTEC - Information Technology (Department). To the right of the profile card, there is a "Tax ID" field. Below the profile card, there are two cards for tax forms: "Federal W-4" and "Massachusetts M-4". Each card has an "Edit" button. At the bottom left, there is a link to "VIEW SAVED TAX FORMS".

When you click add or edit, you will be prompted to enter your personal information. You will have the option to print the completed form for your records. Once that is complete click done.

## Federal Tax Withholding

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### Before You Begin



Beginning with 2020, the Federal Withholding Form W-4 is significantly different from prior versions. It's recommended that you download and review the form, instructions, and worksheets prior to completing this process.

[Download a blank copy of Form W-4](#)

After you review the instructions, you can fill out your Form W-4 using this convenient tool. Complete the form so that your employer can withhold the correct federal income tax from your pay. The IRS recommends that you complete a new Form W-4 when your personal or financial situation changes.

If you need assistance completing your Form W-4, consult your tax professional.

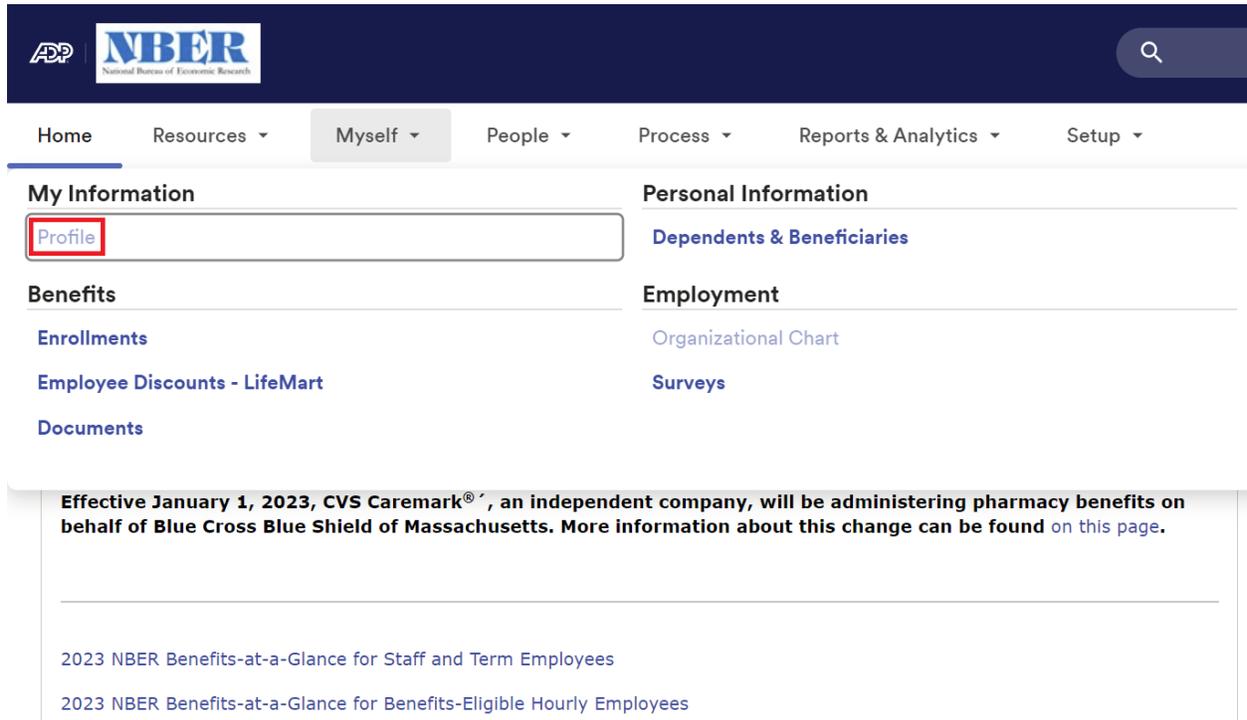
Cancel

Next

Changes or additions made to your withholdings forms are not subject to approval.

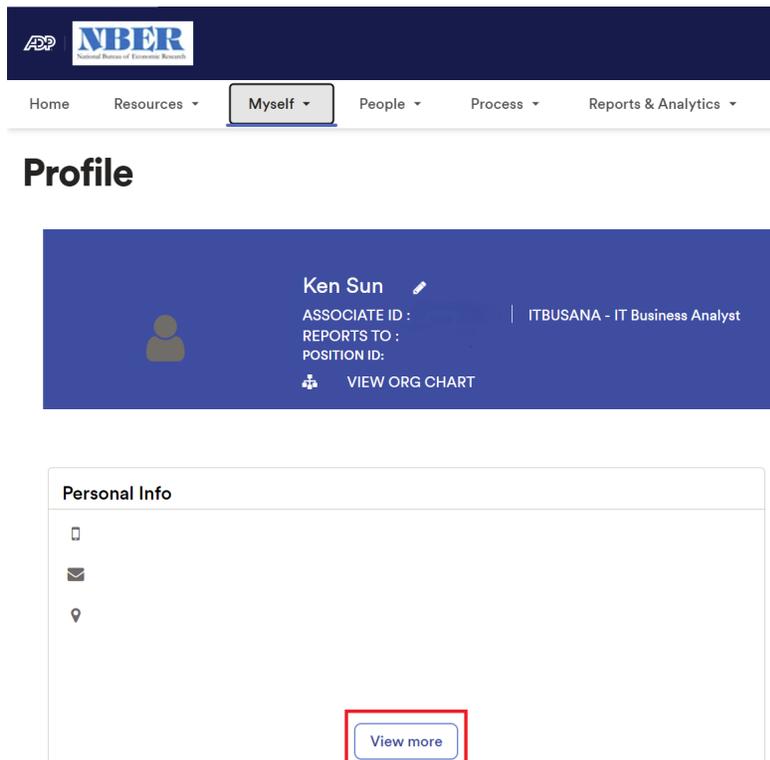
# Changing your address

To change your home address in ADP, navigate to Myself and click on Profile.



The screenshot shows the top navigation bar of the ADP NBER portal. The 'Myself' dropdown menu is open, highlighting the 'Profile' option. Other menu items include Home, Resources, People, Process, Reports & Analytics, and Setup. Below the navigation bar, the 'My Information' section is visible, with 'Profile' highlighted. Other sections include Personal Information, Benefits, and Employment.

Once in your profile, click on view more under the personal information box.



The screenshot shows the profile page for Ken Sun. The 'Myself' dropdown menu is open, highlighting the 'Profile' option. The profile card displays the name 'Ken Sun', a pencil icon for editing, and the title 'ITBUSANA - IT Business Analyst'. Below the profile card, the 'Personal Info' section is visible, with a 'View more' button highlighted.

This will open a side window where you are able to change your personal information. Scroll down to address information and add or change any fields. Once you are finished with your changes, hit save.

[← Back](#) **Personal Info**

Address 

 Address Line 1, City, State/Province and Zip Code/Postal Code are required when the country is the U.S. or Canada.

**LEGAL ADDRESS**

Country

Address Line 1

Address Line 2

Address Line 3

City

State / Territory

Zip Code 

County

[+ Add Address](#)

Contact 

Phone Number

Save