# Steps to Set-Up Banking Information Change Request

**Once you are in the Community Portal, click "Change Requests".**
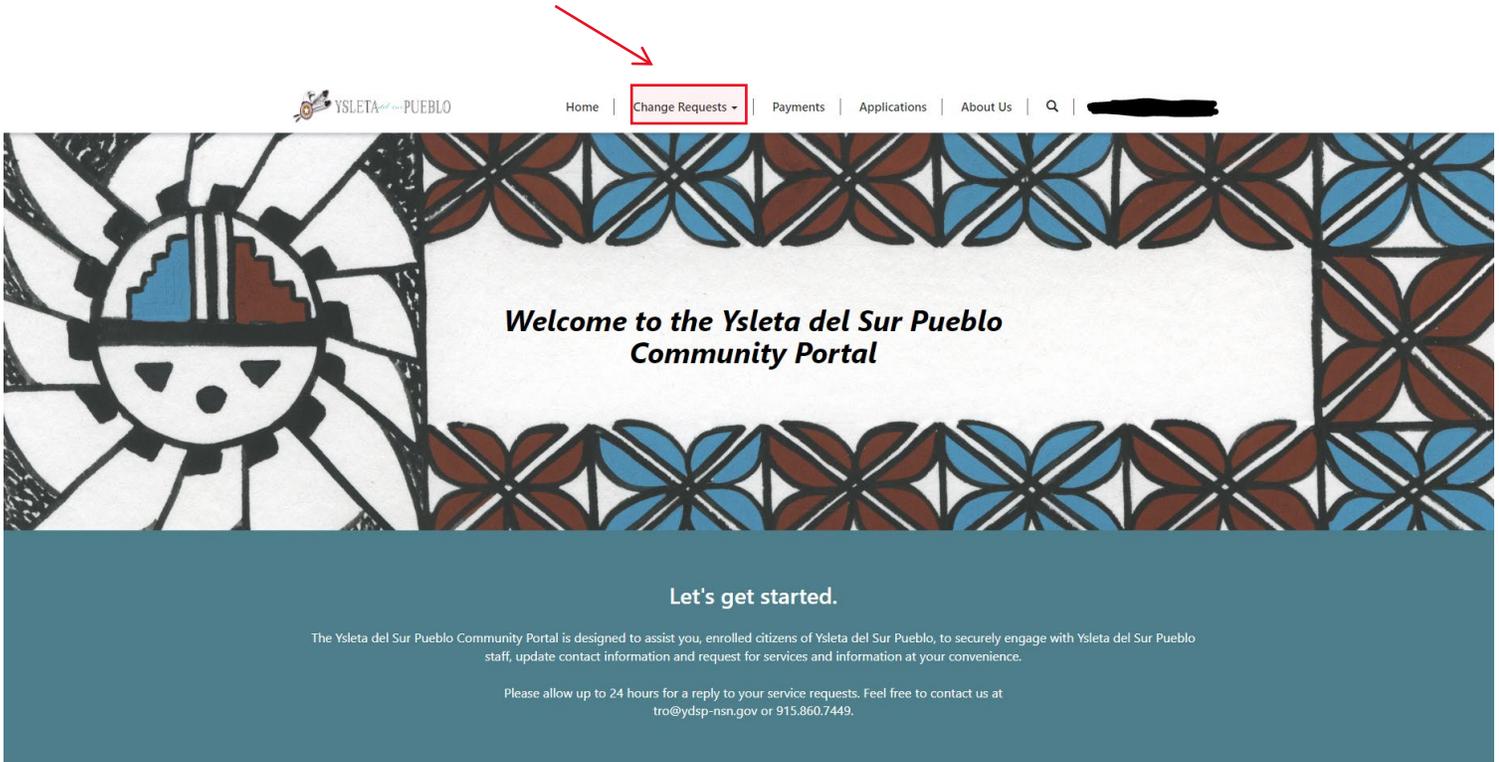


**Next, click "Create".**
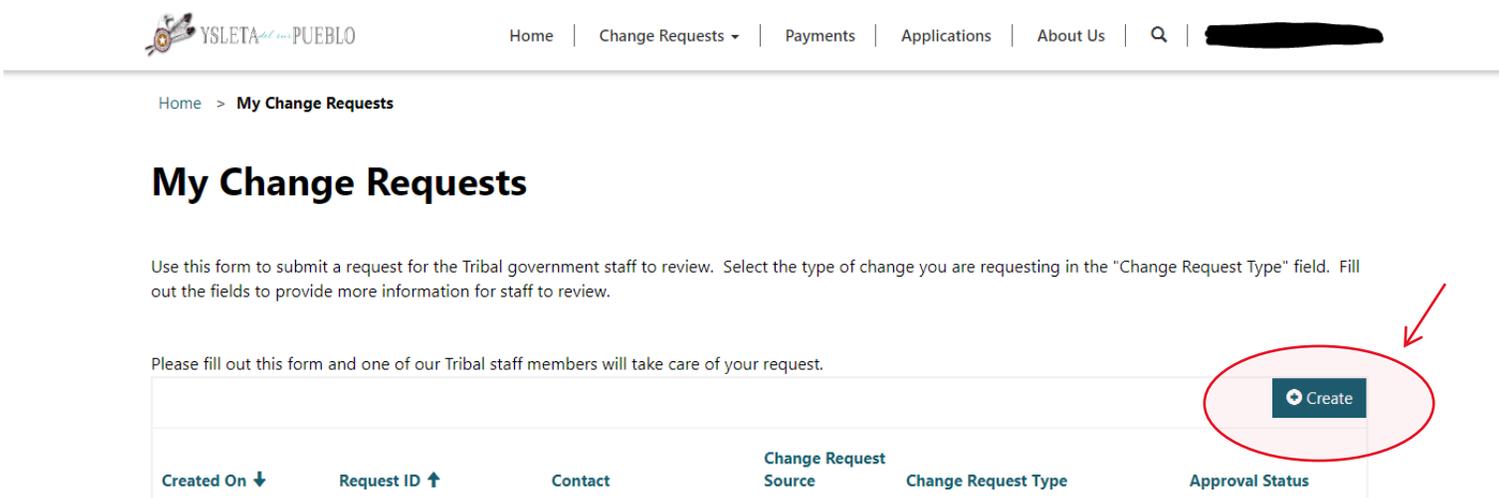
**Use the drop down under <u>Change Request Type</u>\* and select "Bank Account Information (Bank Account # & Routing Information)". Fill out all fields and upload your Authorization Form <u>and</u> proof of banking (bank letter, bank statement, or voided check) and click "Submit".**

☑ Create                                                                                                                                           ✕

**Change Request Type** *

| Bank Account Information (Bank Account # & Routing Information) | ⌄ |

**Bank Account Type**

| Select | ⌄ |

**Bank Name**

**Routing Number**

**Account Number**

**Please detail the changes that are needed:**

Please attach a filled-out EFT Direct Deposit Authorization Form along with a copy of a bank letter or voided check. For questions, please send an email to finance@ydsp-nsn.gov or call (915) 859-7913.

Choose Files   No file chosen

**Your change request status will be on the "My Change Requests" page. Please come back to check if the request has been approved, denied, or if you are pending more information.**



**You can "View Details" and "Edit" on the drop-down menu on your "My Change Requests".**