Set Up Direct Deposit to Your Bank Account Automatically or One Time

Follow the Steps Below to Transfer Money From Your Comdata Payroll Card to Your Bank Account.

1. Login into the cardholder website at www.cardholder.comdata.com.

   Enter your username, password, and click the log in button. The screen below will display.

2. Hover over the "Banking" option and click on "Direct Deposit".

3. Enter a fixed amount that you would like to leave on the card in the "Amount" field and click the "Save" button.

   (Fixed Amount example: fifty dollars= 50.00, one hundred dollars=100.00, and one thousand dollars=1000.00, etc.).

The screen below displays that "Your request was successful".

4. To add an automatic direct deposit, click "Add New Automatic Direct Deposit Account".

    To add a manual direct Deposit, click "Add New Manual Direct Deposit Account".

    The screen below will appear if you choose to add an automatic direct deposit.

5. Click the down arrow to the right of "Account Type" within the "Banking Information" field and select your "Account Type" (Checking, Credit, Default, Savings, or Universal).

6. Enter your bank account "Routing Number", "Account Number", and "Confirm Account Number".

7. In the "Election per Load" field, click on the down arrow to the right of "Election Type" and choose a "Fixed Amount" or "Percentage".

8. Enter the "Fixed Amount" or "Percentage" that you would like to leave on your card if you are signing up for automatic direct deposit .
    (Fixed Amount example: fifty dollars=50.00, one hundred dollars=100.00, and one thousand dollars=1000.00, etc.).

9. Click the down arrow next to "Fixed Amount" to retrieve the percentage amount option Percentage.
    (Fixed Amount example: ten percent=10, twenty percent=20, thirty percent=30, forty percent=40, fifty percent=50, etc.).

10. Click the "Submit" button.

The screen below will appear if you choose to add a manual direct deposit.

11. Click the down arrow to the right of "Account Type" within the "Banking Information" field and select your "Account Type" (Checking, Credit, Default, Savings, or Universal).

12. Enter your bank account "Routing Number", "Account Number", and "Confirm Account Number".

Account Number   Routing Number
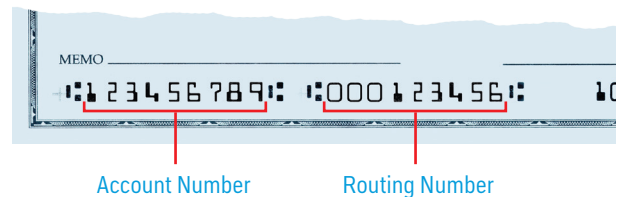
13. Click the "Submit" button.

You will then receive the "Direct Deposit Setup – Manage Bank Account Listing" screen below with "Your request was successful" for both automatic and manual direct deposit options.

PLEASE NOTE: Both Automatic and Manual Direct Deposits will have a 10 business day prenote period. This is a 10 business day verification period to be sure the information you entered to set up your direct deposit is correct (Saturday, Sunday, or bank holidays are not included). When the 10 business day verification period is complete, your money will be automatically placed into your bank account if you signed up for automatic direct deposit on each pay day. You may call 1-888-265-8228 to have money manually moved from your Comdata Payroll Card to your bank account. It will take approximately 24-48 business hours for money to be moved from your payroll card to be placed into your bank account.

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855.219.2497
www.cardholder.comdata.com