### A Note from the BSC

## The BSC Self-Service Portal makes

# Direct Deposit fast and easy!

No forms needed to sign up. No trips to the bank on payday.

#### Want to start using direct deposit?

If you haven't signed up for this completely safe and convenient way to receive your paycheck, go online and do so today. Your net pay will be sent directly to your checking and/or savings account, and the funds are available as cash on payday.

#### Go to www.mymta.info

- Sign on with your BSC ID number and password.
- Click on "My Pay."
- Click the "Direct Deposit" link.
- Click on the "Add Account" button to add your bank account information.
- You will continue to receive a paper paycheck for up to two pay periods while your request is being processed.

#### Need to make a change in your accounts?

If you're already using direct deposit, just go online and add or change bank account information.

You can view your paychecks and W-2 form online too—just click on "My Pay" and select the "View Paychecks" or "View W-2/W-2c Forms" link from the menu.

