

## Self Service – Bank Account & Direct Deposit – FAQ

Students may use self-service to add a Bank Account to their student account and enroll in Direct Deposit to receive refunds and work study payments.

To add, change, or cancel direct deposit, navigate to: *Self Service > Campus Finances > Manage My Bank Accounts*.

<b>Add Bank Account Information</b>	<p>1. <b>Navigate to:</b> <i>Self Service &gt; Campus Finances &gt; Manage My Bank Accounts</i></p> <p>2) On the <b>My Accounts Bank Accounts Summary</b> page, click the <b>Add Account</b> button.</p> <div data-bbox="381 625 1412 1039"><p>The screenshot shows the 'My Accounts' section of a web application. At the top, there are three main navigation tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Below these, there are two sub-tabs: 'direct deposit' and 'bank accounts'. The 'bank accounts' sub-tab is currently selected. Underneath the sub-tabs, the heading 'My Accounts' is displayed. Below this heading, there is a light blue information box with an 'i' icon that reads: 'You have not created an account profile. Click the Add Account button to add new account details.' At the bottom right of the page, there is a green button with the text 'ADD ACCOUNT' highlighted with a red border.</p></div>
-------------------------------------	---

**Add Account Details**

3. On the **Manage My Accounts** page, enter **Account Details**.

- For help, click on View Sample Check.

[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

direct deposit | bank accounts


---

### Manage My Accounts

#### Add Account Details

Enter the account details below and click next to proceed. If your financial institution is not listed, please contact the Bursar's Office. If you would like to learn about the Scholar Support Card program, please visit the [CUNY Scholar Support card site](#).

**Financial Institution Details**

Nickname	<input type="text" value="Test Account"/>
Account type	<input type="text" value=""/>
Routing Number	<input type="text" value="011000138"/>  BANK OF AMERICA, N.A.
Account Number	<input type="text" value="123456789"/>
Confirm Account Number	<input type="text" value="123456789"/>
Account Holder	<input type="text" value="Test T. Account"/>

[View Sample Check](#)

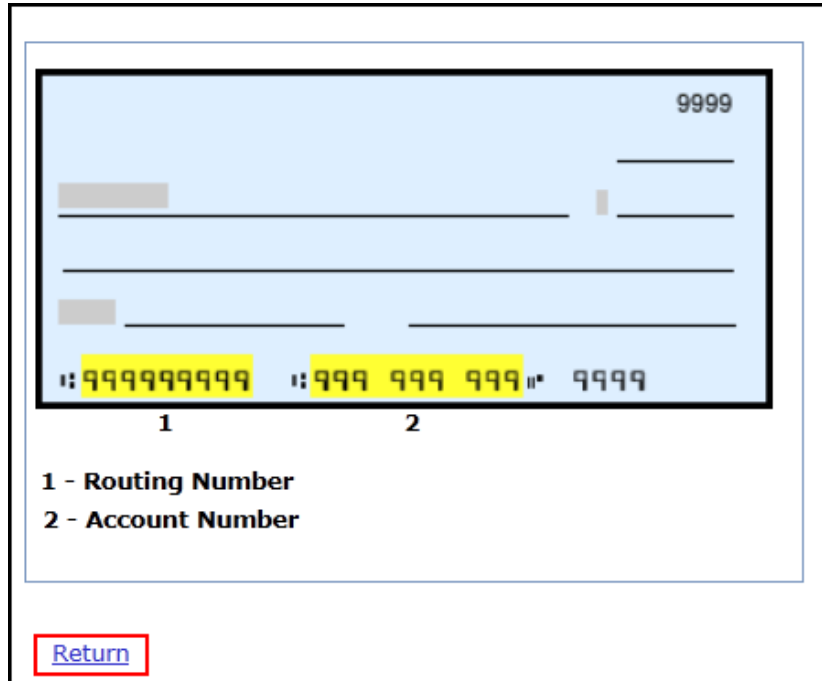
[Help](#)

**Account  
 Detail  
 Information**

- Nickname – The account nickname is the name chosen to save bank information for future use (e.g. GoBrooklyn)
- Account Type – Select the account type, either Savings or Checking.

**Note: If selecting a Savings Account as the Account Type consult the financial institution for the specific Savings Account routing number**

Routing Number – Enter the 9-digit routing number associated to the bank Checking Account



**Note: Select the View Sample Check link to view a sample check to assist in locating the Checking Account Routing Number and Account Number. Select the Return link, to return to the Add Account Details page.**

- Account Number – Enter the bank account number
- Confirm Account Number – Re-enter the bank account number
- Account Holder – Enter the name as it appears on the bank account. .

4. After entering the Account Details, click the **Next** button.

**Submitting and Viewing Account Details**

5. On the **Manage My Accounts** page, the **Agreement** page will display.
6. Review the agreement and select the checkbox “Yes, I agree to the terms and conditions of this agreement. Click Submit.

Account Inquiry
Electronic Payments/Purchases
Account Services

direct deposit
bank accounts

### Manage My Accounts

#### Result

**You have successfully added the account Test Account.**

Financial Institution Details	
<b>Nickname</b>	Test Account
<b>Account Type</b>	Checking
<b>Routing Number</b>	011000138                      BANK OF AMERICA, N.A.
<b>Account Number</b>	XXXXX6789
<b>Account Holder</b>	Test T. Account

ENROLL IN DIRECT DEPOSIT
MANAGE MY ACCOUNTS

Enroll in Direct Deposit.

7. On the **My Direct Deposits** page, click **ENROLL IN DIRECT DEPOSIT**.

The screenshot shows the 'My Direct Deposits' page. At the top, there are three tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Below these tabs, there are two sub-tabs: 'direct deposit' and 'bank accounts'. The main heading is 'My Direct Deposits'. Below the heading, there is a light blue box with an information icon and the text 'You are currently not enrolled in Direct Deposit.' Below this box is a green button with a red border that says 'ENROLL IN DIRECT DEPOSIT'. At the bottom of the page, there are links for 'Account Inquiry', 'Electronic Payments/purchases', and 'Account Services', and 'Direct Deposit' and 'Bank Accounts'. There is also a 'go to ...' dropdown menu with a right arrow button.

*For all refunding purposes, students can use only one bank account .*

9) On the **My Direct Deposits Account Summary** page, click **PROCEED TO ENROLL IN DIRECT DEPOSIT**.

10) On the **Enroll in Direct Deposit Add Direct Deposit** page, select the **Account Nickname** to designate as direct deposit.

Account Inquiry | Electronic Payments/Purchases | Account Services

direct deposit | bank accounts

### Enroll in Direct Deposit Add Direct Deposit

Select a financial institution to designate as direct deposit

**Direct Deposit Distribution**

**Account Nickname**

test account-6789

[Help](#)

CANCEL | NEXT

11) Click the **Next** button.

**Submitting Direct Deposit Information**

12) On the **Enroll in Direct Deposit Agreement** page.

Select the checkbox, next to the statement "Yes, I agree to the terms and conditions of this agreement and click on **Submit** button.

### Enroll in Direct Deposit Agreement

---

Review the financial institution information and agreement. Click Submit to complete the Direct Deposit enrollment.

Financial Institution Name	Distribution Type	Amt./Pct.	Priority
test account-6789	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit for your refund and/or Work Study checks. Signing up for direct deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student account to be deposited directly into your checking, savings or Scholar Support Card account. You will receive your funds faster through this process instead of a check mailed to you. If you would like information about CUNY's Scholar Support Card program, click the Additional Details link below.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements and Work Study payments due to me via automated clearinghouse electronic fund transfer ("ACH") to the account(s) referenced above.

You may change your account information as necessary through self-service. Payments made through this process will be available in your account depending on timing of this submission.

We recommend that you print this page to retain a copy of this agreement for your records.

**The agreement is dated:** 12/12/2011

**Yes, I agree to the terms and conditions of this agreement.**

CANCEL
BACK
SUBMIT

13. The process to **Enroll in Direct Deposit** is complete!

### Enroll in Direct Deposit Result

---

**Congratulations! You are now enrolled in direct deposit.**

View the summary below.

**Account Nickname**

test account-6789

MANAGE MY ACCOUNTS