**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.*

| Add Bank Account Information | 1. **Navigate to:** *Self Service > Campus Finances > Manage My Bank Accounts*
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2) On the <strong>My Accounts Bank Accounts Summary</strong> page, click the <strong>Add Account</strong> button.</td>
</tr>
</tbody>
</table>
3. On the **Manage My Accounts** page, enter **Account Details**.

- For help, click on View Sample Check.

### Financial Institution Details

<table>
<thead>
<tr>
<th>Nickname</th>
<th>Test Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account type</td>
<td></td>
</tr>
<tr>
<td>Routing Number</td>
<td>011000138</td>
</tr>
<tr>
<td>Account Number</td>
<td>123456789</td>
</tr>
<tr>
<td>Confirm Account Number</td>
<td>123456789</td>
</tr>
<tr>
<td>Account Holder</td>
<td>Test T. Account</td>
</tr>
</tbody>
</table>

For help, click **View Sample Check**.
Self Service: Student

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.

![Sample Check](image)

1 - Routing Number
2 - Account Number

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

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.

11) Click the **Next** button.
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.

<table>
<thead>
<tr>
<th>Financial Institution Name</th>
<th>Distribution Type</th>
<th>Amt./Pct.</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>test account-6789</td>
<td>Balance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.](#)**

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