



VCU Strategic Enrollment Management
and Global Initiatives

Entering or Updating Your Student Direct Deposit Account Information

To receive your student financial aid/scholarship refunds by direct deposit

VCU Office of Student Financial Services

Grace E. Harris Hall 1015 Floyd Avenue, Suite 1100

P.O Box 843036

Richmond, VA 23284

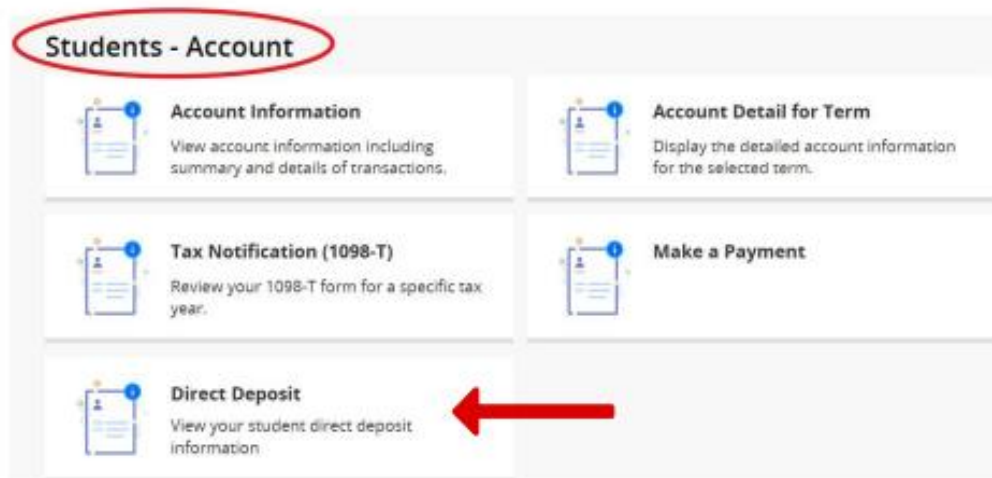
Website: <https://sfs.vcu.edu>

- **ONLY U.S. BANK ACCOUNTS MAY BE ENTERED.** Students of VCUarts Qatar should contact gatarpayroll@vcu.edu for assistance.
- **If you are a STUDENT EMPLOYEE**, please visit the [University's Controller's Office website](#) to help set up direct deposit for your paychecks

Access Direct Deposit in eServices

Log into eServices

1. Select the **Students** menu.
2. Scroll down to the **Students – Account** section, and select **Direct Deposit**.



3. If you have a bank account listed and wish to cancel or change it:

- a. Check the box to the left of the account listed.
- b. Select **Delete**.

- c. Select **Delete** again to confirm.

4. To enter a new account:

- a. Click 'Add New'

- b. Enter your bank routing and account numbers. **NOTE: This is NOT YOUR DEBIT CARD NUMBER.** See below for more guidance on finding the correct numbers to enter.
- c. Select the **Account Type** (checking or savings).
- d. Read the authorization statement and check the box to acknowledge it.
- e. Verify that all information is correct.
- f. Select **SAVE NEW DEPOSIT**.

Finding Your Correct Routing Number and Account Number

In the account entry window, you can select the **information buttons** to view an example check showing where to locate your routing number and account number. If you don't have a check, log in to your banking website or app to locate your account details. If your routing number is returned as invalid, contact disburse@vcu.edu for assistance.

Create new

Bank Routing Number



Account Number



Verify Account Number

Bank Routing Number

Verify Account Number

Bank Name

Priority

J. Smith
1234 Main Street
Downtown, CA 94001 City: 1234

0794
123456789
\$
123456789

ABC BANK
123 Main Street
Downtown, CA 94001 City: 1234

Routing: 123456789 Account: 987654321

ROUTING NUMBER **ACCOUNT NUMBER**