

# Entering or Updating Your Student Direct Deposit Account Information

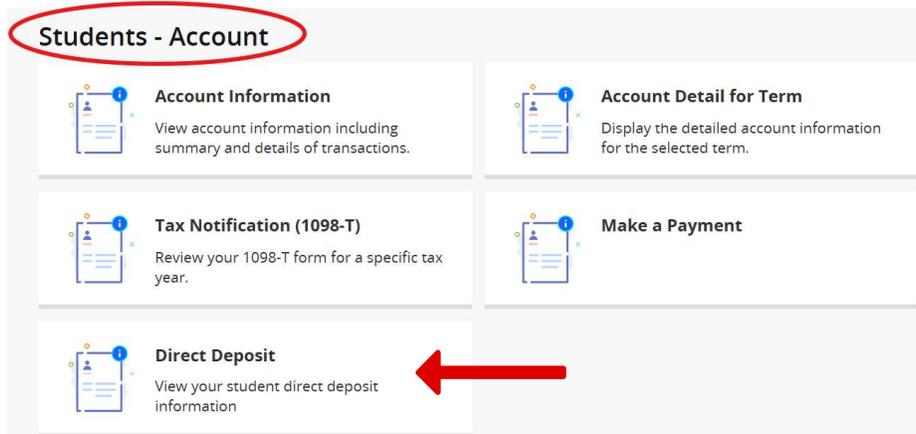
(to receive your student financial aid/scholarship refunds by direct deposit)

❖ ONLY U.S. BANK ACCOUNTS MAY BE ENTERED. Students of VCUarts Qatar should contact [gatarpayroll@vcu.edu](mailto:gatarpayroll@vcu.edu) for assistance.

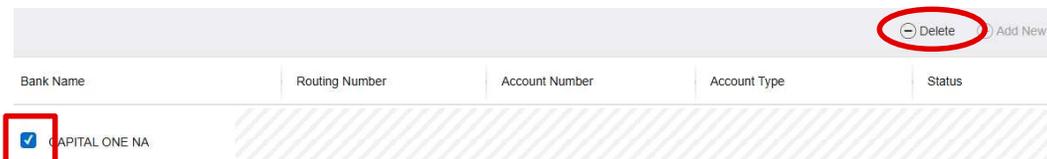
❖ If you are a STUDENT EMPLOYEE, please refer to the full instructions here to also set up direct deposit for your paychecks: <https://controller.vcu.edu/media/controller/ucopdfs/pdfs/EmployeeDirectDepositGuide.pdf>

Log into [eServices](#)

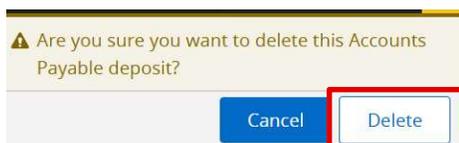
1. Select the **Students** menu
2. Scroll down to the **Students – Account** section, and select **Direct Deposit**



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) Click on 'Delete'



- c) Click 'Delete' 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 right numbers to enter.]**  
c) Select the Account Type (checking or savings)  
d) Read the authorization statement and check the box to acknowledge  
e) Verify all information is correct  
f) Click SAVE NEW DEPOSIT

### **Finding your correct Routing Number and Account Number**

In the account entry window, you can click on the info buttons to see a check image illustrating where to locate your routing and account numbers on a check. If you don't have a check, log into your banking website or app to locate your account details. If your routing number returns as invalid, contact [disburse@vcu.edu](mailto:disburse@vcu.edu) for assistance.

