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

Log into eServices

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

Students - Account	
Account Information View account information including summary and details of transactions.	Account Detail for Term Display the detailed account information for the selected term.
Tax Notification (1098-T) Review your 1098-T form for a specific tax year.	Make a Payment
Direct Deposit View your student direct deposit information	

- 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

Cancel

Delete

b) Click on 'Delete'

					Delete Add New
Bank	Name	Routing Number	Account Number	Account Type	Status
c)	Click 'Delete' to	o confirm			
	Are you sure you w Payable deposit?	ant to delete this Account	s		



4. To enter a new account

a) Click 'Add New'

Accounts Payable Deposit		*
		Delete Add New
	(i) You have not added an Accounts Payable allocation yet. Click Add New to add an allocation.	
b) Enter vour	bank routing and account numbers INOTE: This is	NOT YOUR DEBI

- 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 <u>disburse@vcu.edu</u> for assistance.

Create new		
Bank Routing Number	Account Number	(i) Verify Account Number
Bank Routing Number	J.Sonith #11: None Termi Remove: A Data Cay. 1214 Per 10 - Data Oktobe Car	/erify Account Number
Bank Name	PAC BANK P0 501-80000 Demeteral - Sofar City - 1214 MMND	iority
	ROUTING ACCOUNT NUMBER NUMBER	2

