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.

<table>
<thead>
<tr>
<th>Add Bank Account Information</th>
<th>1. Navigate to: Self Service &gt; Campus Finances &gt; Manage My Bank Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2) On the My Accounts Bank Accounts Summary page, click the Add Account button.</td>
</tr>
</tbody>
</table>
3. On the Manage My Accounts page, enter Account Details.
   - For help, click on View Sample Check.
<table>
<thead>
<tr>
<th>Account Detail Information</th>
<th>Nickname – The account nickname is the name chosen to save bank information for future use (e.g. GoBrooklyn)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Account Type – Select the account type, either Savings or Checking.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If selecting a Savings Account as the Account Type consult the financial institution for the specific Savings Account routing number</td>
</tr>
<tr>
<td></td>
<td>Routing Number – Enter the 9-digit routing number associated to the bank Checking Account</td>
</tr>
</tbody>
</table>

![Sample Check Image]

**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**.

If you intend to use other financial institution accounts not listed, click on Add Another Account. Otherwise, click Proceed to Enroll in Direct Deposit.

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.

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

![Enroll in Direct Deposit Agreement](image)

![Enroll in Direct Deposit Result](image)