Step by Step - Enroll in or Modify your Direct Deposit Refund

1. Log into Student Center
2. Go to Self Service OR On the Student Center page scroll down to Finances Then Enroll in Direct Deposit Refunds
3. Campus Finances
4. Enroll in Direct Deposit Refnds
5. Enroll in Direct Deposit – Green box
   NOTE: Refer to the sample check to locate your routing and account number. If you do not have a check, please call your Financial Institution to get the information you need. Do NOT use a debit or credit card number.
6. Complete the Following
   a. Nickname – make it something meaningful to you
   b. Choose the Account Type – Checking or Savings
   c. Enter the Routing number – this will check against valid values so if it is not correct you will not be able to save the information
   d. Enter the Account Number – then enter it again
   e. Enter the Name of the Account Holder – this is for your documentation
   f. Click NEXT
7. Click on Proceed to Enroll in Direct Deposit
8. Again Click on Proceed to Enroll in Direct Deposit
9. Select the Bank Account you wish to use for your next Direct Deposit Refund – Click NEXT
10. Read the Agreement – Click on “Yes” then click SUBMIT and Done
11. Go to Direct Deposit Summary to View your Direct Deposit Information
Direct Deposit Refund Enrollment Instructions
Login in To Student Center – Go to Center of the Page to the Finances Section
OR
Log in to Student Center then Click on Self Service then Campus Finances then Enroll in Direct Deposit Refnd
Select Enroll in Direct Deposit
Complete the Bank Details – View the Sample Check to get Routing and Account Number Information – OR- Call your Financial Institution
– DO NOT USE YOUR DEBIT OR CREDIT CARD NUMBER

Manage My Bank Accounts

Add Bank Account Details

Enter the bank routing and account details below and click next to proceed. If your bank is not listed when you enter the routing number, please contact the Student Accounts Office at studentaccounts@gettysburg.edu.

Please note: Refer to the "View Sample Check" for the location of your routing and account number. If you do not have a check available, contact your financial institution for the correct information. If an invalid bank account number is entered, a paper check will be issued within 7-10 days of the invalid notice being received from the bank. This may also result in a $15 charge to your student account. Direct Deposit Refunds cannot be made to multiple bank accounts or to an International bank account. (Do NOT use a debit or credit card number as the account number.)

Bank Details

<table>
<thead>
<tr>
<th>Nickname</th>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Confirm Account Number</th>
<th>Account Holder</th>
</tr>
</thead>
</table>

Bank Location is United States
Currency used is US Dollar
Once the items are completed and accurate - Click NEXT to Proceed to Enroll in Direct Deposit
Review the information and click on Proceed to Enroll in Direct Deposit

Manage My Bank Accounts

Result

You have successfully added the bank account Colin-Test.

Bank Details

Nickname
Account Type: Checking
Bank Code
Branch: PNC Bank
Account Number: XXXXXXXX
Account Holder: Test Account

ADD ANOTHER BANK ACCOUNT | PROCEED TO ENROLL IN DIRECT DEPOSIT
Click Proceed to Enroll in Direct Deposit Again

My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank account not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Enroll in Direct Deposit.

Bank Account Summary as of 09/05/2016

<table>
<thead>
<tr>
<th>Bank Account Nickname</th>
<th>Bank Account Type</th>
<th>Bank Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Checking</td>
<td>Checking</td>
<td></td>
</tr>
</tbody>
</table>
Select the Bank Account Nickname you wish to have used for your Direct Deposit – Multiple Accounts may be set up – You must select the one for the refund you are requesting prior to the refund being processed – Student Accounts can NOT select accounts for students.
Enroll in Direct Deposit Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

Bank Name | Distribution Type | Amt./Pct. | Priority
--- | --- | --- | ---
[Redacted] | Refund | | |

Currency used is US Dollar

Review the bank information and agreement information below then click Submit to complete the Direct Deposit enrollment process.

Agreement:
You are about to enroll in Direct Deposit for your Student Account refund. Signing up for direct deposit will allow you to request refunds of excess proceeds from financial aid and over payments applied to your student account to be deposited directly into your designated domestic checking or savings account. You may change your account information as necessary at any time.

Please Note: Direct Deposit information must be set up prior to the Student Accounts Office processing your refund in order for you to receive your refund via direct deposit. If an invalid bank account number has been entered, a paper check will be issued within 7 - 10 days of the return notice being received from the bank.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearing House Association (NACHA) Gettysburg College to credit any reimbursements due to me via Automated Clearinghouse electronic fund transfer (ACH) to the bank account referenced above. Should you wish to cancel your direct deposit enrollment, please contact the Student Accounts Office at studentsaccounts@gettysburg.edu.

The agreement is dated: 10/11/2016

☐ Yes, I agree to the terms and conditions of this agreement.
Click on Go To Direct Deposit Summary

Enroll in Direct Deposit

Result

Congratulations! You are now enrolled in direct deposit.
View the summary below.

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Distribution Type</th>
<th>Amt./Pct.</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>student_checking:</td>
<td>Balance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar

Go To Direct Deposit Summary

Electronic Payments/Billing    Pending Financial Aid    View 1098-T

go to ...
Summary Screen, Modify Direct Deposit Screen – To add another account, select modify and add – To select an account for your refund – click Proceed to Modify and select an account – Click Add to add another account - You may not edit the account that is set up once it is saved.

![Image of direct deposit screen](image-url)
Questions

• Contact your Financial Institution for Routing and Account Numbers

• Other Questions may be directed to the Student Accounts Office at 717-337-6220 or studentaccounts@gettysburg.edu