

### **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

 **Finances**

**My Account**  
[Account Inquiry](#)  
[View 1098-T](#)  
[Enroll in Direct Deposit Refunds](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

**Student Accounts Office**

<b>Address</b>	<b>Campus Box Number</b>
300 N Washington St Gettysburg PA 17325	Campus Box 437
<b>Main Phone</b>	<b>Email Address</b>
717/337-6220	studentaccounts@gettysburg.edu








OR

Log in to Student Center then Click on Self Service then Campus Finances then Enroll in Direct Deposit Refnd

Main Menu > Self Service >

### Campus Finances

View your account, make an electronic payment, view and accept your financial aid awards.

 <b>Account Inquiry</b> View details about your financial account.	 <b>View Bill/Make a Payment</b> Make a credit card or eCheck payment toward your account.	 <b>Accept/Decline Awards</b> Accept or decline your financial aid awards.
 <b>View Financial Aid</b> View information about your financial aid awards, including scheduled disbursements.	 <b>View 1098-T</b> View 1098-T statements electronically	 <b>Manage My Bank Accounts</b> Maintain your bank account Details
 <b>Enroll in Direct Deposit Refnd</b> Complete the Direct Deposit Refund Enrollment		

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# Select Enroll in Direct Deposit

<a href="#">Electronic Payments/Billing</a>	<a href="#">Pending Financial Aid</a>	<a href="#">View 1098-T</a>
direct deposit	1098t tax form	bank accounts

## My Direct Deposits

 You are currently not enrolled in Direct Deposit.

**ENROLL IN DIRECT DEPOSIT**



[Electronic Payments/Billing](#) [Pending Financial Aid](#) [View 1098-T](#)

[Direct Deposit](#) [1098t Tax Form](#) [Bank Accounts](#)

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**

Electronic Payments/Billing	Pending Financial Aid	View 1098-T
direct deposit		1098t tax form

### 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](mailto: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	
Nickname	<input type="text"/>
Account Type	<input type="text" value="v"/>
Routing Number	<input type="text"/>
Account Number	<input type="text"/>
Confirm Account Number	<input type="text"/>
Account Holder	<input type="text"/>

[View Sample Check](#)

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

## 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](mailto: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	
Nickname	<input type="text" value=""/>
Account Type	<input type="text" value="Checking"/> 
Routing Number	<input type="text" value=""/> PNC Bank <a href="#">View Sample Check</a>
Account Number	<input type="text" value="123456789"/>
Confirm Account Number	<input type="text" value="123456789"/>
Account Holder	<input type="text" value="Test Account"/>



Bank Location is United States

Currency used is US Dollar

CANCEL

NEXT

# Review the information and click on Proceed to Enroll in Direct Deposit


**[REDACTED]** go to ...  

[Electronic Payments/Billing](#) [Pending Financial Aid](#) [View 1098-T](#)

[direct deposit](#) | [1098t tax form](#)

## Manage My Bank Accounts

### Result

 **You have successfully added the bank account Colin-Test.**

Bank Details	
Nickname	<b>[REDACTED]</b>
Account Type	Checking
Bank Code	<b>[REDACTED]</b> PNC Bank
Branch	
Account Number	XXXXX6789
Account Holder	Test Account

[ADD ANOTHER BANK ACCOUNT](#) [PROCEED TO ENROLL IN DIRECT DEPOSIT](#)

[Electronic Payments/Billing](#) [Pending Financial Aid](#) [View 1098-T](#)

[Direct Deposit](#) [1098t Tax Form](#)

go to ...  



# Click Proceed to Enroll in Direct Deposit Again

[REDACTED]

<a href="#">Electronic Payments/Billing</a>	<a href="#">Pending Financial Aid</a>	<a href="#">View 1098-T</a>
direct deposit	1098t tax form	bank accounts

## My Direct Deposits

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### 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		
Bank Account Nickname	Bank Account Type	Bank Account Number
Student_Checking-[REDACTED]	Checking	[REDACTED]

[ADD ANOTHER BANK ACCOUNT](#) [PROCEED TO ENROLL IN DIRECT DEPOSIT](#)

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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



<a href="#">Electronic Payments/Billing</a>	<a href="#">Pending Financial Aid</a>	<a href="#">View 1098-T</a>
direct deposit	1098t tax form	

### Enroll in Direct Deposit

#### Add Direct Deposit

Direct Deposit refunds cannot be made to multiple bank accounts or to an international bank account. Select a bank account below to receive your direct deposit refund.

Direct Deposit Distribution			
Bank Account Nickname	Distribution Type	Amt./Pct.	Priority
 test-6789 <input type="button" value="v"/>	Refund		

Currency used is US Dollar

<input type="button" value="CANCEL"/>	<input type="button" value="NEXT"/>
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[Electronic Payments/Billing](#) [Pending Financial Aid](#) [View 1098-T](#)

[Direct Deposit](#) [1098t Tax Form](#)

# Read the Direct Deposit Agreement – Click the box to agree – Click Submit

<a href="#">Electronic Payments/Billing</a>	<a href="#">Pending Financial Aid</a>	<a href="#">View 1098-I</a>
<a href="#">direct deposit</a>	<a href="#">1098t tax form</a>	

## 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
██████-6789	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 [studentaccounts@gettysburg.edu](mailto:studentaccounts@gettysburg.edu).

The agreement is dated: 10/11/2016




Yes, I agree to the terms and conditions of this agreement.

CANCEL

BACK


SUBMIT

# Click on Go To Direct Deposit Summary

[Electronic Payments/Billing](#) [Pending Financial Aid](#) [View 1098-T](#)

## Enroll in Direct Deposit Result

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

Bank Name	Distribution Type	Amt./Pct.	Priority
student_checking- 	Balance		


Currency used is US Dollar

[GO TO DIRECT DEPOSIT SUMMARY](#)

[Electronic Payments/Billing](#) [Pending Financial Aid](#) [View 1098-T](#)

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.

[Redacted]  

[Electronic Payments/Billing](#) [Pending Financial Aid](#) [View 1098-T](#)

### My Direct Deposits

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#### Direct Deposit Summary

Listed below are details of your direct deposit distribution. To modify, click Modify Direct Deposit.


Direct Deposit Summary as of 09/06/2016			
Bank Name	Distribution Type	Amt./Pct.	Priority
Student_Checking-[Redacted]	Balance		

Currency used is US Dollar

[MODIFY DIRECT DEPOSIT](#)

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[Electronic Payments/Billing](#) [Pending Financial Aid](#) [View 1098-T](#)



## 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](mailto:studentaccounts@gettysburg.edu)