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>2) On the My Accounts Bank Accounts Summary page, click the Add Account button.</td>
<td></td>
</tr>
</tbody>
</table>

![Add Account Button](image)
3. On the **Manage My Accounts** page, enter **Account Details**.

- For help, click on **View Sample Check**.

**Manage My Accounts**

**Add Account Details**

Enter the account details below and click next to proceed. If your financial institution is not listed, please contact the Bursar’s Office. If you would like to learn about the Scholar Support Card program, please visit the [CUNY Scholar Support Card site](#).

**Financial Institution Details**

<table>
<thead>
<tr>
<th>Nickname</th>
<th>Test Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account type</td>
<td></td>
</tr>
<tr>
<td>Routing Number</td>
<td>011000138</td>
</tr>
<tr>
<td>Account Number</td>
<td>123456789</td>
</tr>
<tr>
<td>Confirm Account Number</td>
<td>123456789</td>
</tr>
<tr>
<td>Account Holder</td>
<td>Test T. Account</td>
</tr>
</tbody>
</table>
### Account Detail Information

- **Nickname** – The account nickname is the name chosen to save bank information for future use (e.g. GoBrooklyn)
- **Account Type** – Select the account type, either Savings or Checking.

**Note:** *If selecting a Savings Account as the Account Type consult the financial institution for the specific Savings Account routing number*

**Routing Number** – Enter the 9-digit routing number associated to the bank Checking Account. 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**."
Enroll in Direct Deposit.

7. On the **My Direct Deposits** page, click **ENROLL IN DIRECT DEPOSIT**.

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**My Direct Deposits**

You are currently not enrolled in Direct Deposit.

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**Account Inquiry**  **Electronic Payments/Purchases**  **Account Services**

direct deposit  bank accounts

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**Account Inquiry**  **Electronic Payments/Purchases**  **Account Services**

Direct Deposit  Bank Accounts

go to ...  ➡️

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**For all refunding purposes, students can use only one bank account.**

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!