Instructions to set-up bank information in Self-Service for Student Account refunds, reimbursements and payments (all non-payroll payments)

This authorization will remain in effect while you are at Southwestern University. It is your responsibility to update this information immediately if your bank information changes.

BEFORE YOU BEGIN:

- You will need the routing number for your financial institution and your account number. Your online banking website might provide this information.

- Your debit card number is typically NOT your account number.

Contact Stephanie Brooks in the SU Business Office at brookss@southwestern.edu or 512-863-1408 with questions about this document.
THE FOLLOWING INSTRUCTIONS ARE TO SET UP OR CHANGE YOUR DIRECT DEPOSIT INFORMATION.

Select Banking Information from the Self-Service Home page:

Select “Add an Account” to enter a new deposit account:
Select Activate: to turn on the “Refund, Reimbursement & Payment Deposit” option

Leave the Effective Date as is and select “Next”: 
Complete the account details information and agree to the Terms and Conditions:

If you get an error message after entering the routing number, contact Stephanie Brooks in the SU Business Office at brookss@southwestern.edu or 512-863-1408.

Click “Submit” to save.
After the Information is submitted:

1. An email notification will be sent to your SU email address.
2. You will then be returned to the Banking Information page.
3. Your new account will indicate “Not Verified” until the Business Office processes the information (every 2-3 days). It will then indicate “Verified” after the process is run.

THANK YOU FOR CHOOSING DIRECT DEPOSIT!