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

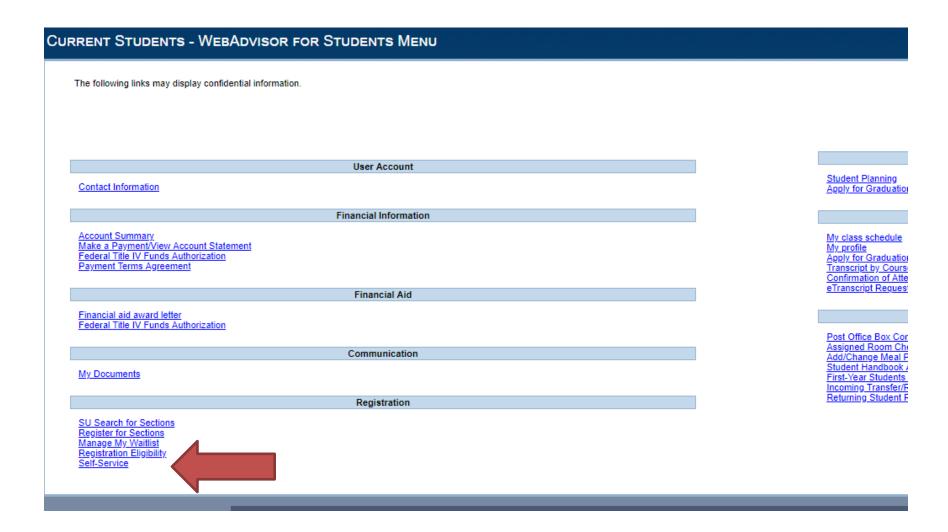
This authorization will remain in effect while you are at Southwestern University. It is your responsibility to update this information immediately if your bank information changes.

BEFORE YOU BEGIN: Please verify with your financial institution the routing number and your bank account number for ACH direct deposits. Your online banking website might also provide this information.

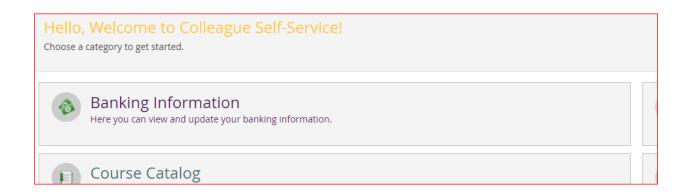
Questions about electronic deposit setup or changes?

Contact Loretta Waclawczyk in the SU Business Office at <u>waclawcl@southwestern.edu</u> or at 512-863-1481.

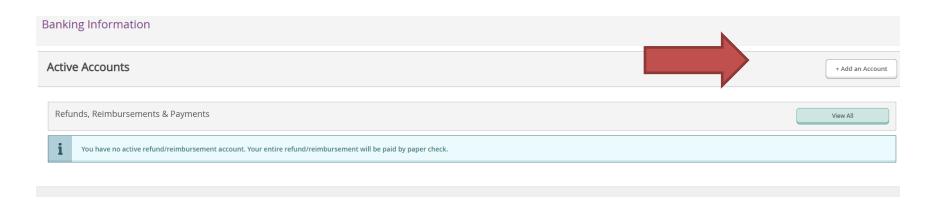
1. Log-on to your SU WebAdvisor account, then under the "Registration" section, select the "Self-Service" link.



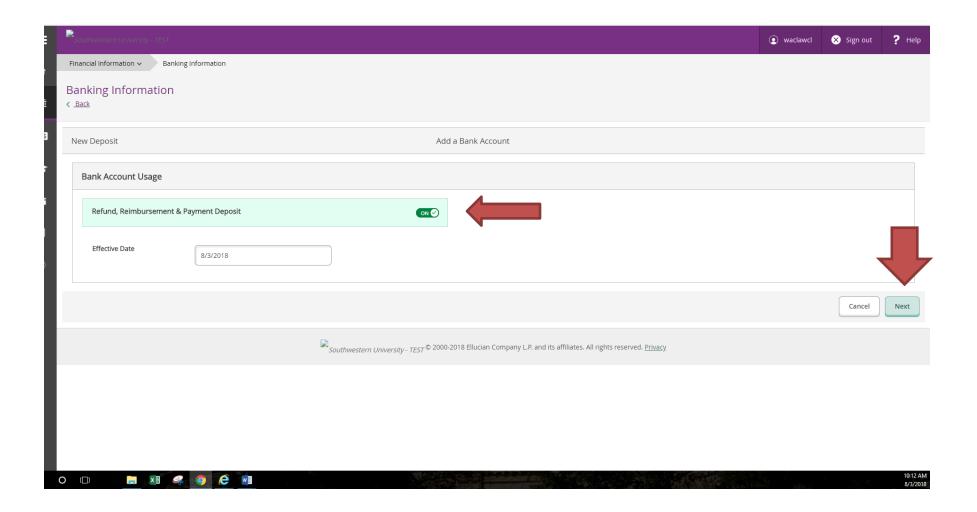
2. Select Banking Information.



3. Select the "Add an Account" link.



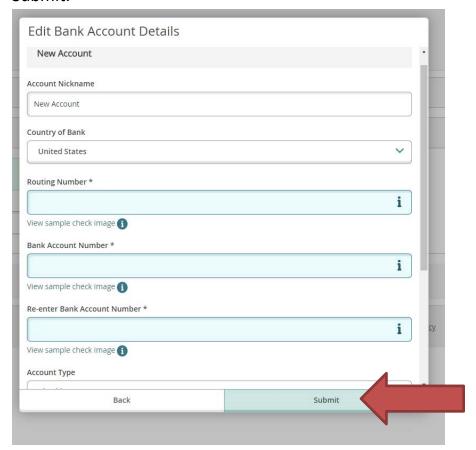
- 4. Toggle "Refund, Reimbursement & Payment Deposit" to "ON."
- 5. The effective date should be today's date in MM-DD-YYYY FORMAT. Do not enter any other date.
- 6. Select "Next."



7. A window will open to enter your bank information:

- a. Account nickname: Leave blank or enter an identifier.
- b. Routing number (9 digits only).

 If you get an error message, contact Loretta Waclawczyk in the SU Business Office at waclawcl@southwestern.edu or at 512-863-1481.
- c. Bank account number.
- d. Account type (checking or savings account).
- e. Agree to the terms and conditions.
- f. Submit.



After the Information is entered:

- 8. An email notification will be sent to your SU email address.
- 9. You will then be returned to the "HOME" page.
- 10. Your new account will show as "Not Verified" until the Business Office pre-notes the information with your bank.



NOTE: A "Verified" status indicates only that a pre-note has been sent to your bank for validation. Once pre-noted, it can take up to 5 business days for the receiving bank to notify the SU Business Office of invalid information. The SU Business Office will notify the student via SU email if corrections are needed.

THANK YOU FOR USING ELECTRONIC DEPOSIT!