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

BEFORE YOU BEGIN: Contact your financial institution for the routing number and correct format of your bank account number. Your online banking website might also provide this information. (Please note that your debit card number is different than your bank direct deposit information.)

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.

Questions about electronic deposit setup or changes?

Contact Loretta Waclawczyk in the SU Business Office at waclawcl@southwestern.edu or 512-863-1481.
THE FOLLOWING INSTRUCTIONS ARE TO SET UP OR TO 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 Loretta Waclawczyk in the SU Business Office at waclawcl@southwestern.edu or 512-863-1481.
Click “Submit” to save.

After the Information is entered:

1. An email notification will be sent to your SU email address.
2. You will then be returned to the “HOME” page.
3. Your new account will indicate “Not Verified” until the Business Office pre-notes the information with your bank. Then it will indicate “Verified”.

**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 CHOOSING DIRECT DEPOSIT!**