

# 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.)**

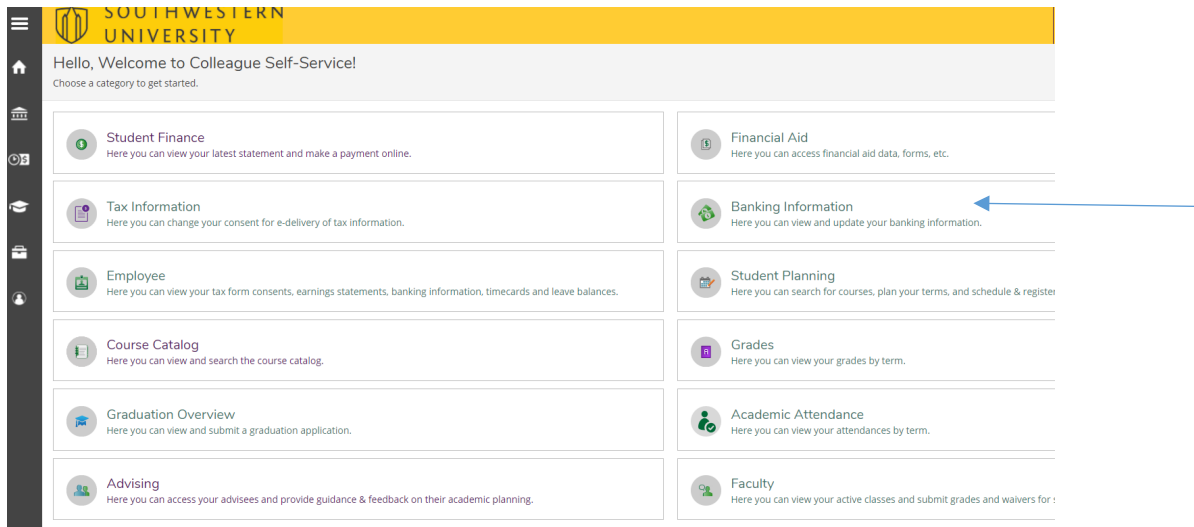
**This authorization will remain in effect while you are at Southwestern University. It is your responsibility to update this information immediately if your bank information changes.**

Questions about electronic deposit setup or changes?

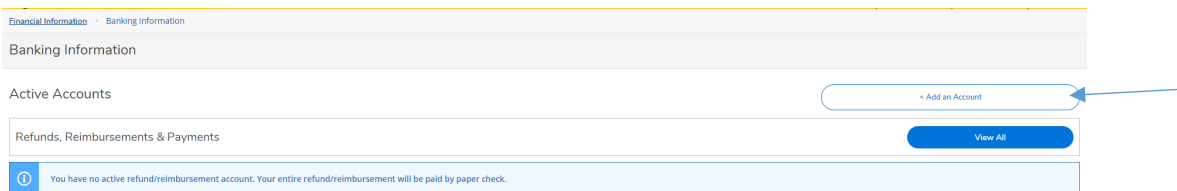
Contact Loretta Waclawczyk in the SU Business Office at [waclawcl@southwestern.edu](mailto:waclawcl@southwestern.edu) or 512-863-1481.

# THE FOLLOWING INSTRUCTIONS ARE TO SET UP OR TO CHANGE YOUR DIRECT DEPOSIT INFORMATION.

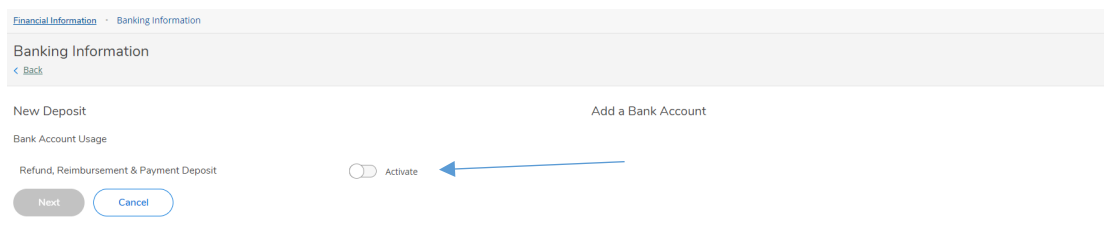
## Select Banking Information from the Self-Service Home page:



## 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”:

The screenshot shows a web form titled "Banking Information" with a breadcrumb trail "Financial Information > Banking Information". Below the title is a "Back" link. The form contains a "New Deposit" section with a toggle switch for "Refund, Reimbursement & Payment Deposit" set to "Activate". Below this is an "Effective Date" field containing "3/2/2021". At the bottom of the form are two buttons: "Next" (highlighted in blue) and "Cancel".

## 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](mailto:waclawcl@southwestern.edu) or 512-863-1481.

The screenshot shows a form titled "Edit Bank Account Details" with a "New Account" section. It includes the following fields: "Account Nickname" (text input with "New Account"), "Country of Bank" (dropdown menu with "United States"), "Routing Number \*" (text input with an information icon and a "View sample check image" link), "Bank Account Number \*" (text input with an information icon and a "View sample check image" link), and "Re-enter Bank Account Number \*" (text input with an information icon and a "View sample check image" link").

Re-enter Bank Account Number \*

View sample check image

Account Type  
Checking

Terms and Conditions

I hereby authorize Southwestern University to initiate credit entries and debit entries or adjustments only if necessary to the extent any prior credit entries may have been incorrect to the following financial institutions and accounts listed below.

I agree to the terms and conditions

Back Submit

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”.

Banking Information

Active Accounts [+ Add an Account](#)

Refunds, Reimbursements & Payments	Verification	<a href="#">View All</a>
New Account	Not Verified	>

Southwestern University - TEST © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

**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!**