

# Enrolling in Direct Deposit

1. Go to: mayvillestate.edu
2. Click on Campus Connection
3. Enter your username and password
4. Go to *Manage My Bank Accounts*
  - a. Main Menu→Self Service→Campus Finances→Manage My Bank Accounts
5. Click *Add Account*

Favorites | Main Menu > Self Service > Campus Finances > Manage My Bank Accounts

go to ...

Account Inquiry | Account Services

direct deposit | 1098t tax form | bank accounts

**My Bank Accounts**

1 You have not created a bank account profile. Click the Add Account button to add new bank account details.

BSC and UND students: Higher One provides you with a Direct Deposit option. Please visit the appropriate Higher One site for your institution: BSCBeyondCard.com or UNDRetundChoiceCard.com. Bank Account information in Campus Connection is not used for BSC or UND refunds.

**Add Account**

6. Enter the following information
  - a. *Nickname* (ex. My checking, moms account)
  - b. *Account Type* (checking or savings)
  - c. *Bank Code* (9 digit routing #)
  - d. *Account Number* (follows routing #)
  - e. *Confirm Account Number*
  - f. *Account Holder* (name on account)
7. Click Next

Favorites | Main Menu > Self Service > Campus Finances > Enroll in Direct Deposit > Manage My Bank Accounts

go to ...

Account Inquiry | Account Services

direct deposit | 1098t tax form | bank accounts

**Manage My Bank Accounts**

**Add Bank Account Details**

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Business Office.

You have the following bank accounts set up.

If you intend to use other bank accounts not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Modify Direct Deposit.

BSC and UND students: Higher One provides you with a Direct Deposit option. Please visit the appropriate Higher One site for your institution: BSCBeyondCard.com or UNDRetundChoiceCard.com. Bank Account information in Campus Connection is not used for BSC or UND refunds.

**Bank Details**

Nickname

Account Type

Bank Code

Branch

Account Number

Confirm Account Number

Account Holder

Bank Location must be United States  
Currency used must be US Dollars

**Next**

8. You should see that your bank account has been successfully added to your available bank accounts
9. Check *Yes, I agree to the terms and conditions of this agreement*
10. Click on *Submit*

Account Inquiry | Account Services

direct deposit | 1098t tax form | student permission | bank accounts

**Manage My Bank Accounts**

**Agreement**

Review the agreement and click Submit to add this bank account to your list of available accounts.

**Bank Details**

The following account will be added to your Bank Account List:  
Checking Account XXXXX5678

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit or debit my transactions via the automated clearinghouse electronic fund transfer ("ACH") to the bank(s) referenced above.

The agreement is dated: 08/22/2014

☒ Yes, I agree to the terms and conditions of this agreement.

**Submit**

11. Click on *Enroll In Direct Deposit*

Account Inquiry | Account Services

direct deposit | 1098t tax form | student permission | bank accounts

**Manage My Bank Accounts**

**Result**

Almost done! You have successfully added account Checking Account. To use this account for your refund, click on the Direct Deposit button below and activate the account you wish to use.

BSC and UND students: Higher One provides you with a Direct Deposit option. Please visit the appropriate Higher One site for your institution: BSCBeyondCard.com or UNDRetundChoiceCard.com. Bank Account information in Campus Connection is not used for BSC or UND refunds.

**Bank Details**

Nickname Checking Account

Account Type Checking

Bank Code 091000080 Bank of North Dakota

Branch

Account Number XXXXX5678

Account Holder John Example

**Enroll In Direct Deposit** **Manage My Bank Accounts**

## Enrolling in Direct Deposit

12. Click on *Enroll In Direct Deposit* to activate the bank account

Account Inquiry | Account Services  
direct deposit | 1098t tax form | student permission | bank accounts

**My Direct Deposits**

**You are currently not enrolled in Direct Deposit.**

BSC and UND students: Higher One provides you with a Direct Deposit option. Please visit the appropriate Higher One site for your institution: BSCBeyondCard.com or UNDRetundChoiceCard.com. Bank Account information in Campus Connection is not used for BSC or UND refunds.

**Enroll In Direct Deposit**

13. You will see your bank account information you just added
- Click on *Add Another Bank Account* to add an additional bank account (or change your bank information)
  - Click on *Proceed To Enroll In Direct Deposit* to activate the account you want to use to receive financial aid refunds (if available) by direct deposit

Favorites | Main Menu > Self Service > Campus Finances > Manage My Bank Accounts

Account Inquiry | Account Services  
direct deposit | 1098t tax form | bank accounts

**My Direct Deposits**

**Bank Account Summary**

You have the following bank accounts set up.

If you intend to use other bank account not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Enroll in Direct Deposit.

BSC and UND students: Higher One provides you with a Direct Deposit option. Please visit the appropriate Higher One site for your institution: BSCBeyondCard.com or UNDRetundChoiceCard.com. Bank Account information in Campus Connection is not used for BSC or UND refunds.

Bank Account Nickname	Bank Account Type	Bank Account Number
Checking Account-5678	Checking	XXXXX5678

**Add Another Bank Account** **Proceed To Enroll In Direct Deposit**

14. Under *Bank Account Nickname* use the drop down to find the bank account you want your refund to be sent to

15. Next

Favorites | Main Menu > Self Service > Campus Finances > Manage My Bank Accounts

Account Inquiry | Account Services  
direct deposit | 1098t tax form | bank accounts

**Enroll in Direct Deposit**

**Add Direct Deposit**

Only a single distribution is allowed. Select a bank to designate as remaining balance.

Bank Account Nickname	Distribution Type	Amt./Pct.	Priority
Select Bank Account	Balance		
checking account-5678			

Currency used must be US Dollars US Dollar

**CANCEL** **NEXT**

16. Review your bank information and the agreement

17. Click *Yes, I agree to the terms and conditions of this agreement*

18. Submit

19. Congratulations! You've just signed yourself up for direct deposit.

Account Inquiry | Account Services  
direct deposit | 1098t tax form | student permission | bank accounts

**Enroll in Direct Deposit**

**Agreement**

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

Bank Name	Distribution Type	Amt./Pct.	Priority
checking account-5678	Balance		

Currency must be US Dollars US Dollar

You are about to enroll in Direct Deposit of your refund checks. (NOTE: This does not apply to BSC or UND students) Signing up for direct deposit will allow excess proceeds from financial aid and over payments applied to your student account to be deposited directly into your checking or savings account. You will receive your funds faster with direct deposit instead of a check mailed to you.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank(s) referenced above.

I may change my account information as necessary. Funds will be available depending on timing of this submission.

Should I wish to cancel my direct deposit enrollment, I will need to come to the Business Office.

BSC and UND students: Higher One provides you with a Direct Deposit option. Please visit the appropriate Higher One site for your institution: BSCBeyondCard.com or UNDRetundChoiceCard.com. Bank Account information in Campus Connection is not used for BSC or UND refunds.

The agreement is dated: 08/22/2014

☒ **Yes, I agree to the terms and conditions of this agreement.**

**CANCEL** **BACK** **SUBMIT**

**\*\*If you wish to discontinue your direct deposit and receive a paper check you will need to visit the Business Office, Old Main 108\*\***

Questions? Contact MSU Business Office at  
E- Ashley.A.Mooney.1@mayvillestate.edu  
P- 701-788-4757