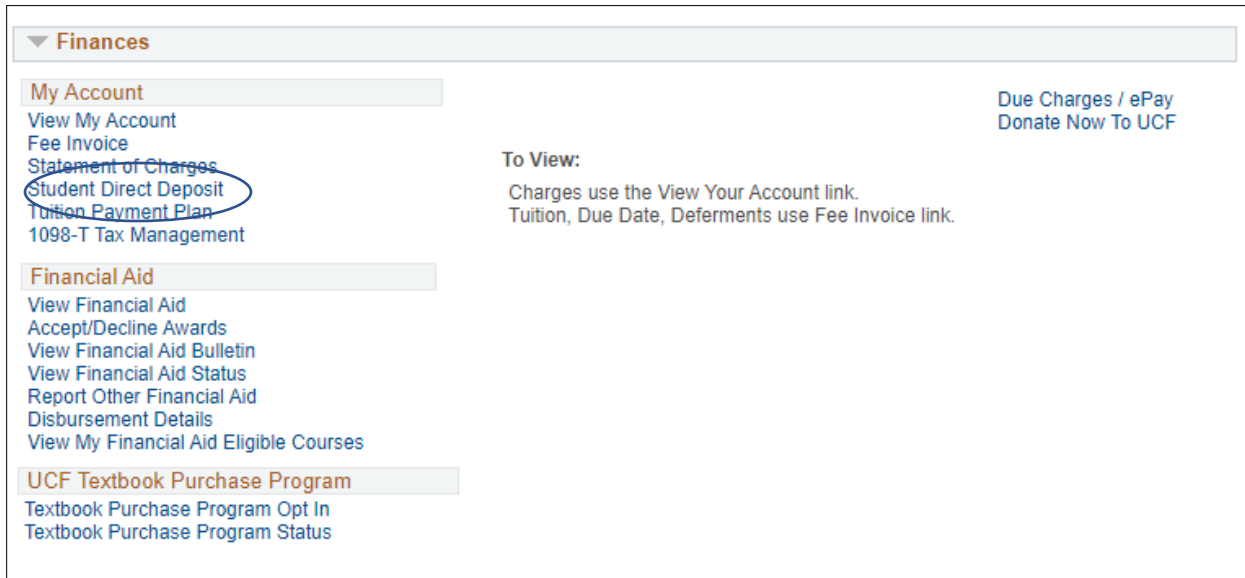


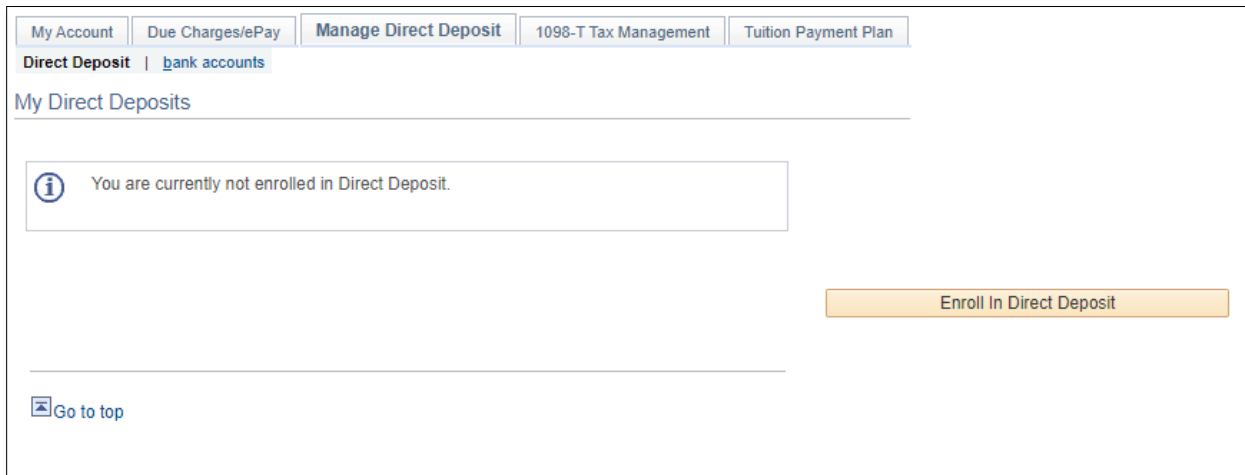
# Enroll in Direct Deposit

1. From the Student Center, click **Student Direct Deposit**.



The screenshot shows the 'Finances' section of a student account. Under the 'My Account' sub-section, the 'Student Direct Deposit' link is circled in blue. Other links include 'View My Account', 'Fee Invoice', 'Statement of Charges', 'Tuition Payment Plan', and '1098-T Tax Management'. To the right, there are links for 'Due Charges / ePay' and 'Donate Now To UCF'. Below 'My Account' is the 'Financial Aid' section with links for 'View Financial Aid', 'Accept/Decline Awards', 'View Financial Aid Bulletin', 'View Financial Aid Status', 'Report Other Financial Aid', 'Disbursement Details', and 'View My Financial Aid Eligible Courses'. At the bottom is the 'UCF Textbook Purchase Program' section with links for 'Textbook Purchase Program Opt In' and 'Textbook Purchase Program Status'. A 'To View:' section explains that charges use the 'View Your Account' link, while tuition and due dates use the 'Fee Invoice' link.

2. Click **Enroll in Direct Deposit**



The screenshot shows the 'Direct Deposit' management page. At the top, there are navigation tabs for 'My Account', 'Due Charges/ePay', 'Manage Direct Deposit', '1098-T Tax Management', and 'Tuition Payment Plan'. The 'Direct Deposit' tab is active, and there is a link for 'bank accounts'. Below this, the heading 'My Direct Deposits' is followed by a message box with an information icon and the text: 'You are currently not enrolled in Direct Deposit.' To the right of this message is a prominent orange button labeled 'Enroll In Direct Deposit'. At the bottom left, there is a 'Go to top' link with an upward arrow icon.

3. Enter **Bank Account Details**:
  - a. **Nickname** can be any “name” you choose.
4. Click **Next**.

My Account
Due Charges/ePay
Manage Direct Deposit
1098-T Tax Management
Tuition Payment Plan

[Direct Deposit](#) | [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 Student Account Services.

**Bank Details**

Nickname

Account Type  [View Sample Check](#)

Routing Number  🔍

Account Number

Confirm Account Number

Account Holder


Bank Location is United States.  
Currency used is US Dollar.

Cancel
Next

5. Click **“Proceed to Enroll in Direct Deposit”**

### Manage My Bank Accounts

#### Result

 You have successfully added the bank account Checking Acct.

**Bank Details**

Nickname Checking Acct

Account Type Checking

Routing Number 011001742 BANK OF AMERICA, N.A.

Account Number XXXXX6789

Account Holder Ima Knight

Add Another Bank Account
Proceed to Enroll in Direct Deposit

6. Confirm Account information, Click **Proceed to Enroll in Direct Deposit**.

7. From the drop down select which bank account you want to enroll in direct deposit.

Enroll in Direct Deposit

### Add Direct Deposit

We can only send your student account refund to a single bank account. Please select one bank from the dropdown. We will distribute any available credit balance on the student account to this bank account. Click Next.

**Direct Deposit Distribution**

Bank Account Nickname

Select Bank Account ▼

Currency used is US Dollar

Cancel Next

8. Click **Next**.
9. **Review** the bank information and check the agreement box. Click **Submit**.

Enroll in Direct Deposit

### Agreement

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

Bank Name

checking acct-6789

Currency used is US Dollar

I hereby authorize, in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA"), University of Central Florida (UCF) to credit any reimbursements or refunds due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank and bank account referenced and owned by me. Further, if UCF deposits funds to my account(s) which I am not entitled to receive, I authorize UCF to direct the bank to return the funds deposited. This authorization will remain in effect until cancelled. I will submit an updated authorization if I change my bank account, close my bank account, or change financial institutions. Any cancellation must be received by UCF in such a manner as to afford UCF reasonable opportunity to act on it. This agreement is not applicable to PLUS loan refunds payable to a parent.

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

Should you wish to cancel your direct deposit enrollment, please come to Student Account Services.

The agreement is dated 09/11/2020

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


Cancel Back Submit

10. You are now enrolled in Direct Deposit.

Enroll in Direct Deposit

---

**Result**

 Congratulations! You are now enrolled in direct deposit.  
View the summary below.

**Bank Name**  
checking acct-6789

Currency used is US Dollar

[Go To Direct Deposit Summary](#)