Student Account Suite (Bill + Payment)

How to set up direct deposit for your refunds.

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There are great reasons to receive your student account refunds through direct deposit:

• **It’s Quick** - You will have access to funds sooner! No more waiting for the mail!
• **It’s Secure** - Direct deposit is added protection against theft or time delays from lost checks
• **It’s Convenient** – SRSU will deposit your refund directly into your bank account, then send notification of the deposit to you via e-mail so that you know when the money has been disbursed.
• **It’s Confidential** - We maintain the strictest confidentiality regarding your bank account. We will access your account only to deposit money or correct erroneous deposits.
• **Set-up is easy and quick** – Just follow these instructions to receive your next refund through direct deposit.

**Note:** Refunds will be sent to your designated bank account. If you have not designated an account, Bill+Payment will allow you 3 days to create one. If a refund account is not designated in 3 days, please allow an additional 8 to 10 business days processing time to receive a paper check.
Access the Bill + Payment Account Suite through Banner Self-Service.

If you do not know how to access Banner Self Service, please see the “Access Your Account” instructions on the Cashiers Bill + Payment website.
Click on “eRefunds”
Click on “Set up Account.”
Choose “Set up a new account” or select an account you have already used to make payments. Then click on “Continue.”
Complete the entries. You will need to scroll down to see all of the entries. Click “continue.”
For electronic checks, you will need to know the bank routing number and your account number.

If you click the “Save this payment method for future use” and name the method, you will not need to enter the information the next time you make a payment.

Please enter your banking information as shown in the example above.

- **Routing number** - always comes first and is exactly 9 digits.
- **Account number** - varies in length. May appear before or after the check number. Include any leading zeros, but omit spaces and non-numeric characters.
- **Check number** - is not needed. Do not include the check number.

It is important to enter your banking account information accurately, or your payment cannot be successfully completed. If you have questions, please contact your bank.

**DO NOT** enter your debit card number.
You will see a screen confirming your changes. You will also receive a confirmation email.
Questions?

- Visit the cashiers website [www.sulross.edu/page/902/cashiers-office](http://www.sulross.edu/page/902/cashiers-office)
- Contact the One Stop Shop in Alpine (Lawrence Hall) or your local RGC Business Services Office.