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.
Please note that the Financial Aid Department does not issue refunds to students. Financial Aid will post grants, scholarships, loans and other types of aid to your student account.

Once posted, the Cashier’s Office will review your account to ensure that you are eligible for a refund. This usually takes 1-3 business days. After the refund is posted to your account, it will take an additional 2-3 business days for the funds to be deposited into your bank account if you have setup an eRefund account for direct deposit.

If you have not setup an account, it will take 2-5 business days for a paper check to be printed. Paper checks may be picked-up beginning the first class day of each semester at the One Stop Shop in Alpine or your local RGC Business Office (bring a photo ID) unless you call/email asking for your check to be mailed.

You can see when financial aid is posted to your account and when the refund is issued by logging into your Student Account Suite (Bill + Payment) and selecting “Current Activity” under the “My Account” menu.
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 “Electronic Refunds”
Click on “Set up Account.”
Select the account type from the dropdown box where you wish to receive your refunds (Checking or Savings). Enter the bank information for each field. Then click on “Continue.”
The agreement page will pop up. Read and verify that all the information is true and correct. Check the “I Agree” box at the bottom of the page and click on “Continue”.

Set Up Refund Account

I hereby authorize SUL ROSS STATE UNIVERSITY to initiate recurring credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a $25.00 return fee will be added to my student account.

Name: [Redacted]
Address: [Redacted]
Depository: [Redacted]
Routing Number: [Redacted]
Account Number: [Redacted]

This agreement is dated Friday, June 30, 2017.

For fraud detection purposes, your internet address has been logged: 199.115.210.2 at 6/30/17 11:55:01 AM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: cashiers@sulross.edu
Print and retain a copy of this agreement.
Please check the box below to agree to the terms and continue.

☐ I Agree

Continue
Print Agreement
Cancel
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.

ABA Routing Example

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 an email confirmation.
Questions?

• Visit the cashiers website
  www.sulross.edu/page/902/cashiers-office

• Contact the One Stop Shop in Alpine (Lawrence Hall) or your local RGC Business Services Office.