

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.

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A My Account Make Payment	Payment Plans Refunds Help			
Announcement	To sign up for direct deposit of your ref	unds, complete your setup in the	My Profile Setup	
Welcome to your Student	Refute Account Setup page.	Authorized Users		
your College bills and recent account activity as well as make	Student Account	ID: xxxxx2620		
payments and store payment profiles. In addition, you can set up	Balance	\$800.00	My Payment Profile	
your parents or guardians to access your bills and make payments on your account.	Make Payment View Activity Enroll in	Payment Plan	Electronic Refunds	
Visit the Cashiers Office website for information regarding:	Statements		Notifications	
College costsFee descriptionsRefund policies	You currently do not have any billing statements.			
 Payment and Collection policies 	Term Balances			
	Fall 2017	\$500.00		
	Summer II 2017	\$100.00		
	Spring 2017	\$200.00		

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"

	Logged in as Logout 🕩		
My Account Make Payment	Payment Plans Refunds Help		
Announcement Welcome to your Student	To sign up for direct deposit of your ref Refund Account Setup page.	unds, complete your setup in the	My Profile Setup
Account Center! Here you can view your College bills and recent account activity as well as make	Student Account	ID: xxxxx2620	My Payment Profile
payments and store payment profiles. In addition, you can set up your parents or guardians to access your bills and make payments on your account.	Balance Make Payment View Activity Enroll in	\$800.00 I Payment Plan	Electronic Refunds
Visit the Cashiers Office website for information regarding:	Statements		Notifications
College costsFee descriptionsRefund policies	You currently do not have any billing statements.		
 Payment and Collection policies 	Term Balances		
	Fall 2017	\$500.00	
	Summer II 2017	\$100.00	
	Spring 2017	\$200.00	

Click on "Set up Account."

SUL ROSS STATE UNIVERSITY TO DESCRIPTION	Logged in as: Logout 🕩
🕋 My Account Make Payment Payment Plans Refunds Help	My Profile

Refunds



eRefunds puts money in your account... FAST!

No more trips to the bank or waiting for a paper check.

Refunds will be sent to your eRefund account within 1-3 business days, otherwise a paper check will be printed within 3-5 business days. Paper checks must be picked up at the One-Stop-Shop or your local RGC Business Office (bring a photo ID) unless you call/email them and request it to be mailed.

Direct Deposit is the secure and convenient way to get your refund.

Set Up Account

Direct Deposit Bank Account

Account Description	Actions
Your direct deposit account for refunds has not been set up.	Set Up Account

Refund History for

You have no past refunds.

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."

Set Up Refund Account	
Account Information Indicates required fields You can use any personal checking or savings acc Do not enter other accounts, such as corporate ac Do not enter debit card numbers. Instead, enter t a personal check.	count. ccount numbers, credit cards, home equity, or traveler's checks. he complete routing number and bank account number as found on
*Account type:	Checking
*Routing number: (View example)	
*Bank account number:	
*Confirm account number:	
*Name on account:	
*Save payment method as: (example My Checking) 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.



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 Prin

Print Agreement Cancel

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.



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You will see a screen confirming your changes. You will also receive an email confirmation.

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*	My Account	Make Payment	Payment Plans	Refunds	Help			My Profile

Refunds

Your new ACH refund account has been saved.



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Direct Deposit is the secure and convenient way to get your refund.

Direct Deposit Bank Account

Account Description	Actions
Checking II	Edit Remove

Refund History for

You have no past refunds.

Questions?

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

