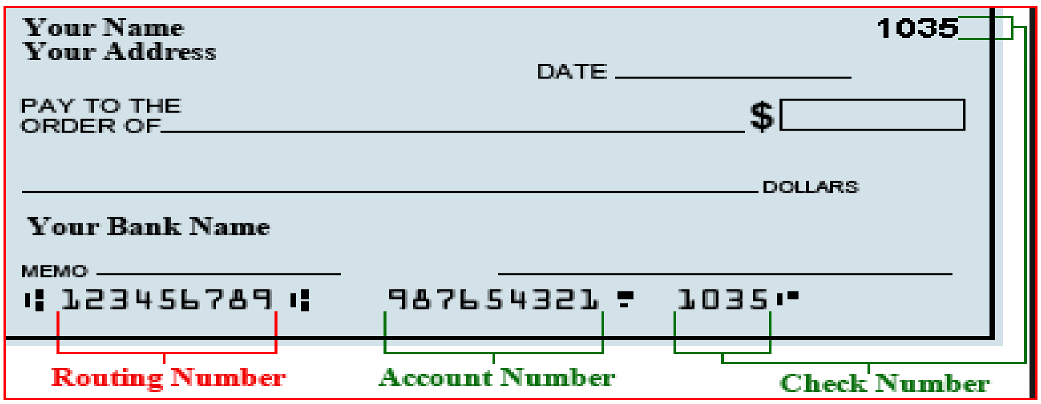
DURHAM TECH

Student Refunds – Direct Deposit

The Business Office recommends that all students receiving refunds enroll for Direct Deposit. Direct Deposit allows students to receive refunds quicker than by check through automatic deposit of funds to the student's bank account.

How to Enroll in Direct Deposit through Self-Service

- Students will be able to enter and maintain banking information in Self-Service.
- Students must have bank information to enroll for Direct Deposit in Self-Service.



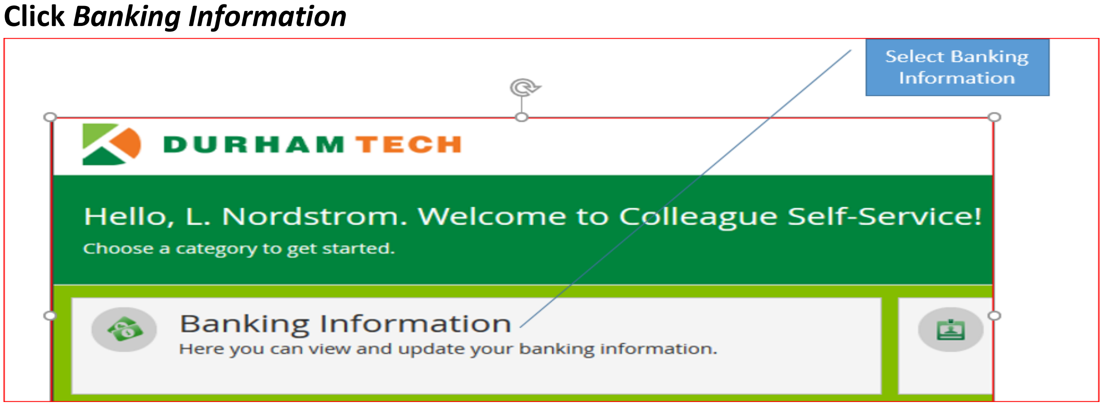
- Students who do not enter banking information in Self-Service will not be qualified for Direct Deposit.
- Students who enter invalid banking information in Self-Service will not receive Direct Deposit; a check will be issued. It will take approximately two weeks to process the check.

NOTE: During account set up, please look at the images along with the verbiage.

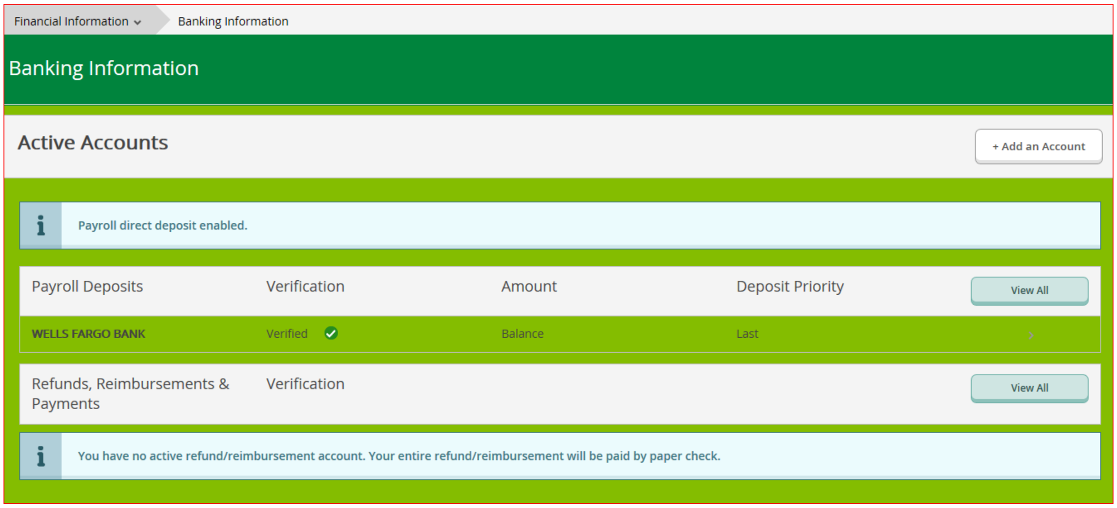
Direct Deposit Bank Account for Employees

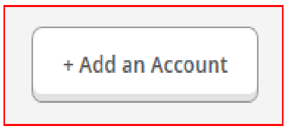
1. **Log in to Self-Service**

2. **Click *Banking Information***

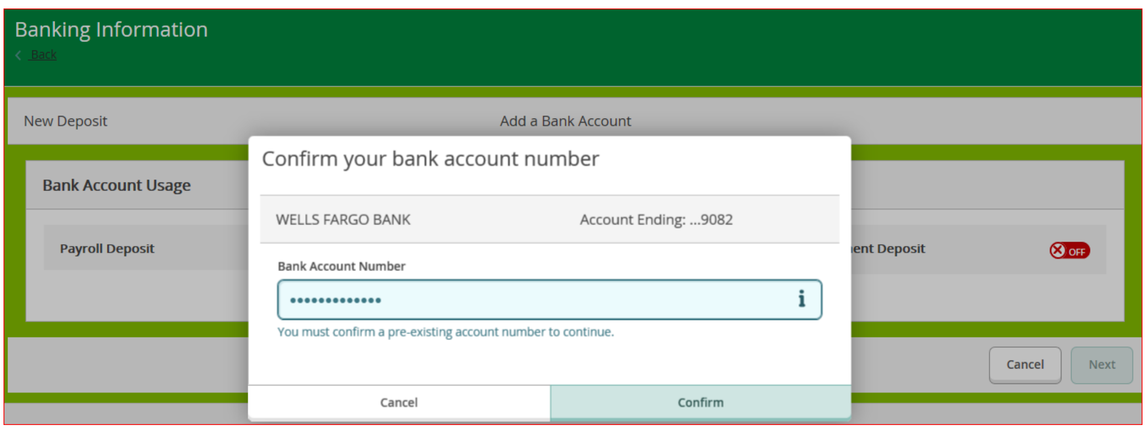


3. **Add account**
   Click ***Add an Account***.

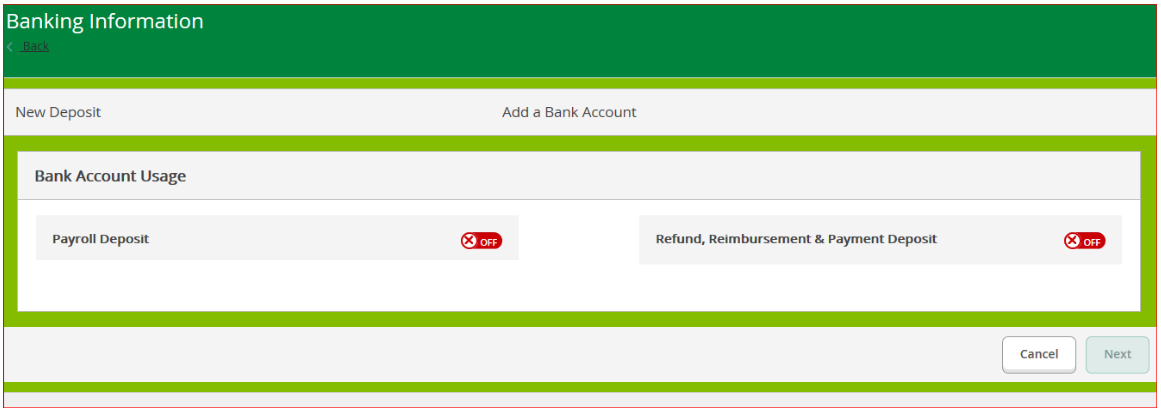




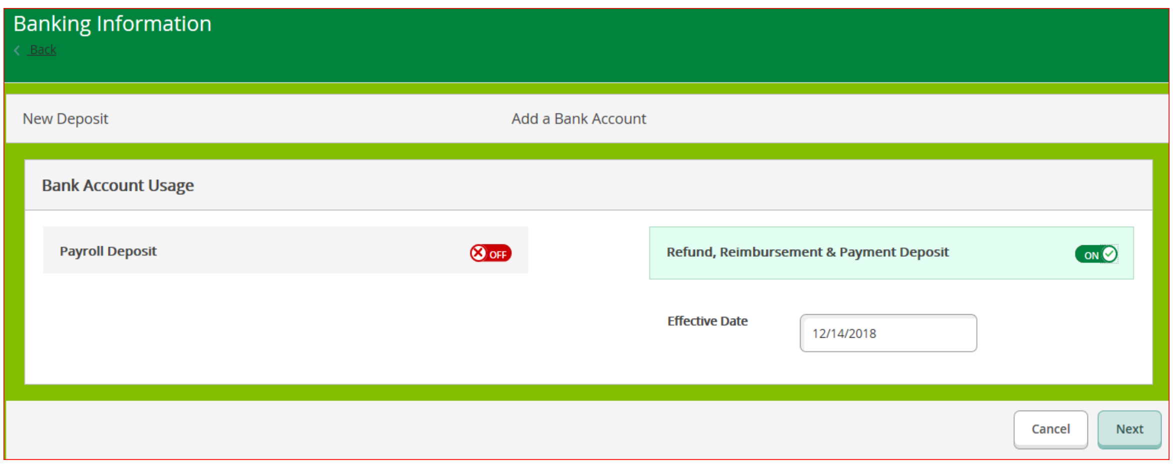
4. **You will need to enter your bank account number to confirm pre-existing account number to continue. If this is your first time adding an account, then you do not have a pre-existing account, you will not see this prompt.**



5. Turn on Bank Account Usage for Refund, Reimbursement & Payment Deposit



a. Turn on Refund, Reimbursement & Payment Deposit.
b. Keep Payroll Deposit off (only student workers will see Payroll Deposit).
c. Enter Effective Date (or keep the system-generated date). This is the date you want your account active.



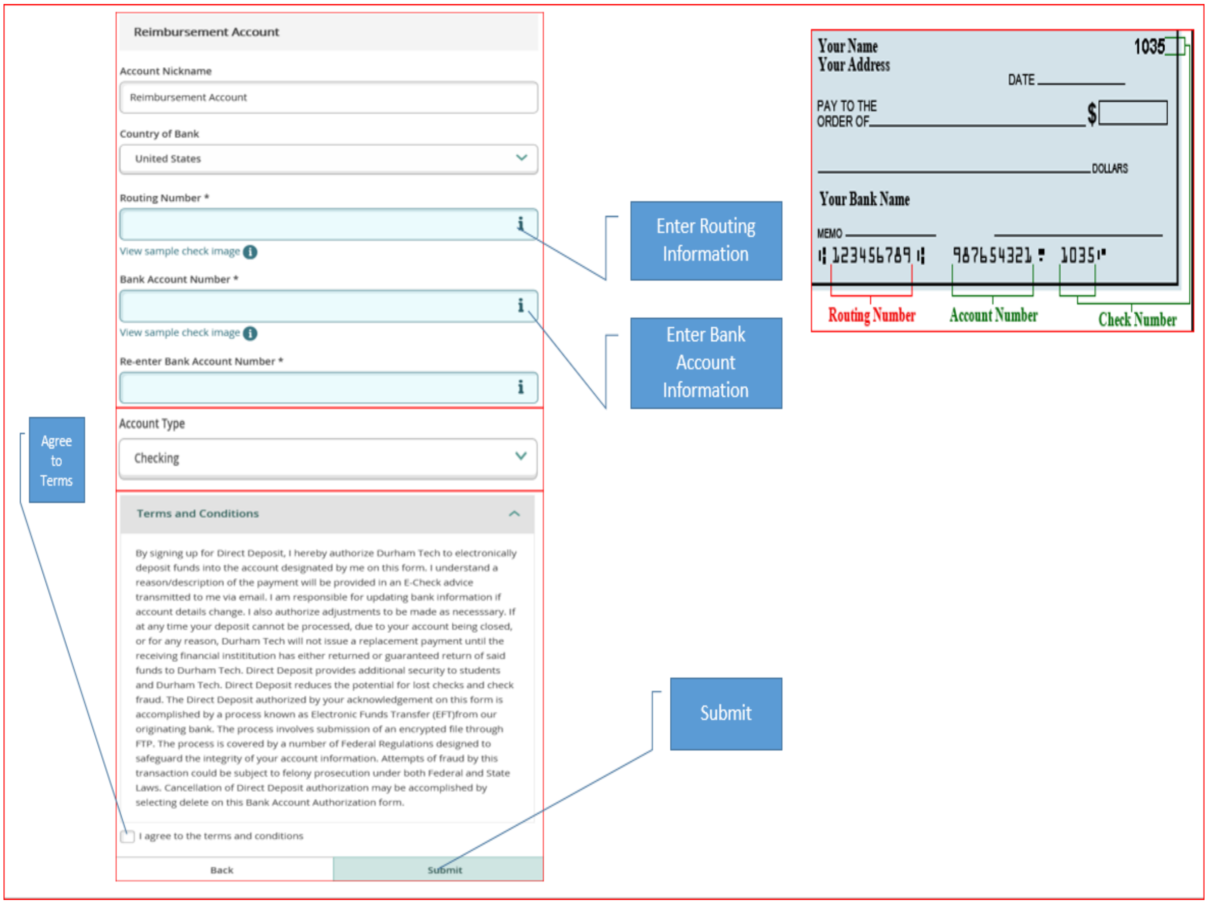
d. Click Next

6. Enter Bank Account Detail

When you enter your new bank account details, you must agree to the terms and conditions.

NOTE: Do not use the following:

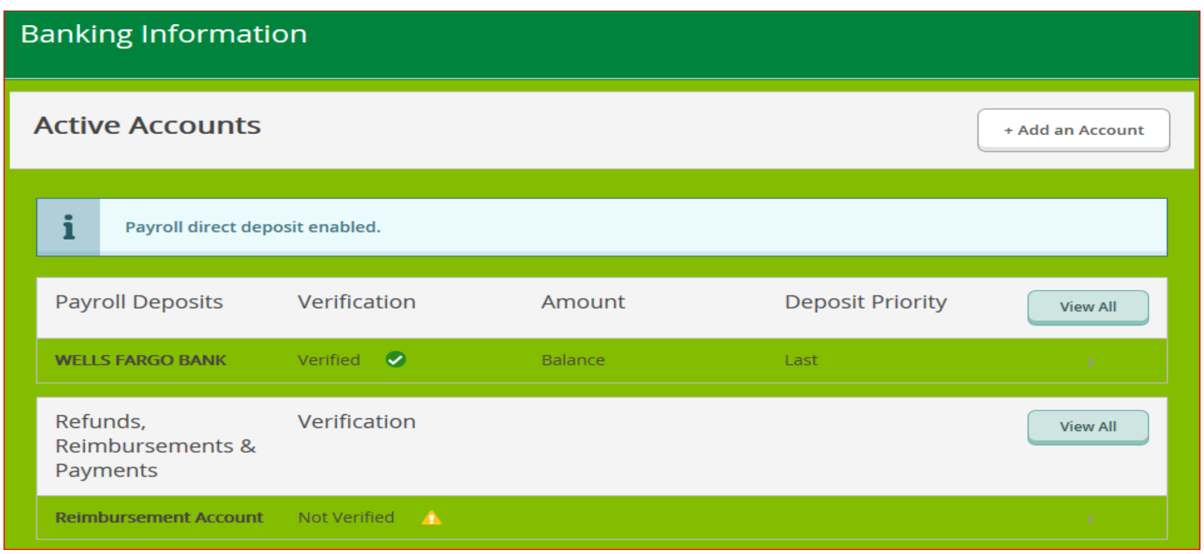
- Credit Card Account
- Debit Card Account
- Prepaid Card Account
- Gift Card Account



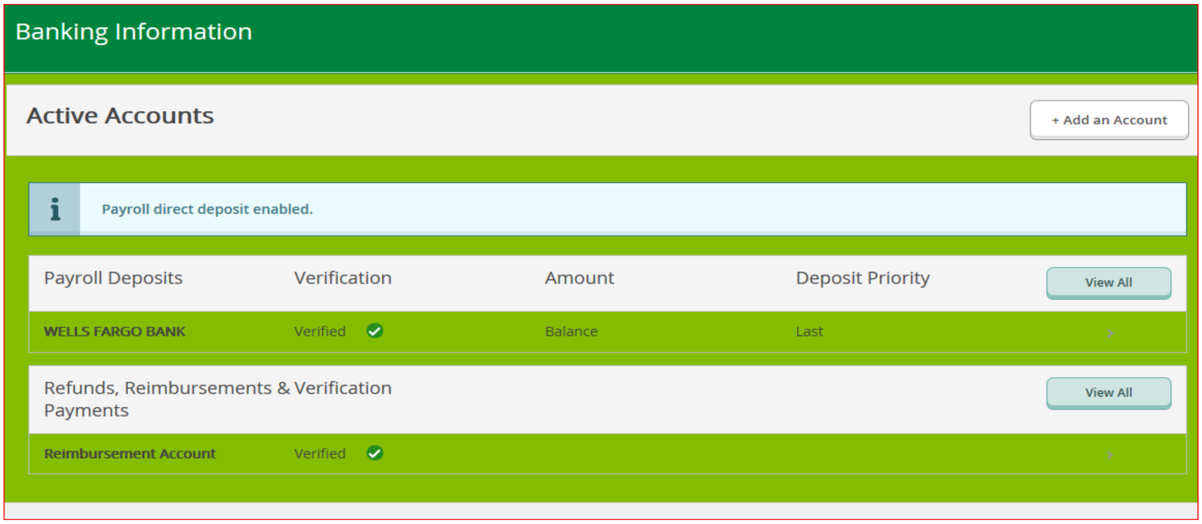
7. Account Verification and View Active Accounts

Refunds/Reimbursements/Payments (E-checks) are paid to accounts that are systems verified. The Business Office is responsible for systems verification; however, it is your responsibility to ensure the bank account entered is correct.

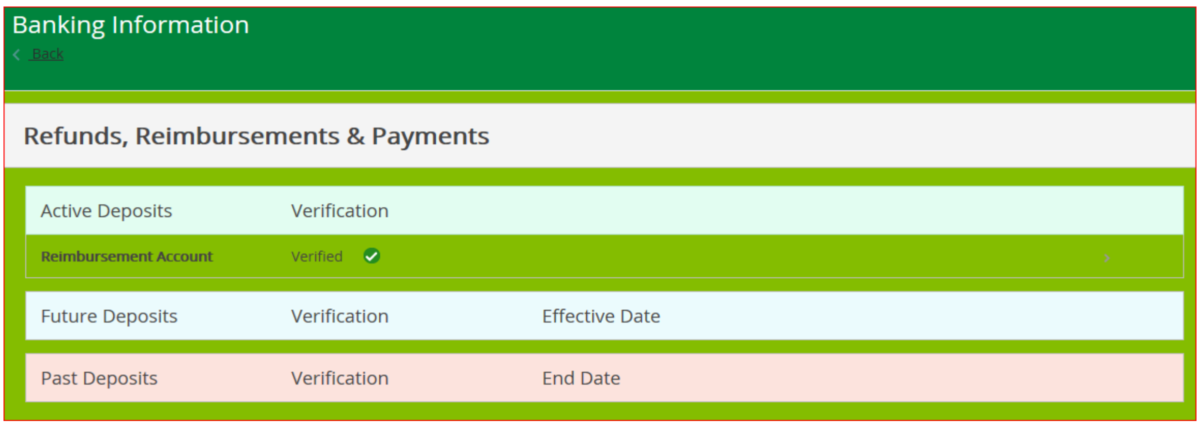
Account not verified in the system.



Account verified in the system.



Click View All to see information



8. **Whom do I contact if I did not receive a Direct Deposit refund?**
   Students should contact Financial Aid:
   919-536-7200, ext. 1512
   financialaid@durhamtech.edu

9. **Whom do I contact if I have an IT related issue with Self-Service?**
   a. For example:
      - I cannot log in (review the Getting Started document first)

   Contact Durham Tech Information Technology Services:
   919-536-7200, ext. 6111
   helpdesk@durhamtech.edu

10. **Whom do I contact for Direct Deposit or non-IT related issues?**

a. For example:
    - I cannot add an account
    - I cannot delete an account
    - I cannot view my account

Contact Durham Tech Business Office:
919-536-7201, ext. 1005
AccountsReceivable@durhamtech.edu