

## Direct Deposit Instructions

Direct deposit is a safe and convenient way to receive your student refund, payroll, and accounts payable checks. By implementing online direct deposit enrollment, faculty, staff, and students will have more control over their payments. Changes to banking information are immediate. The online direct deposit process is more efficient and secure and will increase the timeliness of receipt of payment.

### Initial Online Direct Deposit Enrollment

You will need the following information available to complete the online direct deposit enrollment:

- x Bank Routing Number
- x Account Number

Once you have the necessary information, complete the steps

below.

### For Students

- x Log into myGate.
- x Click on the Money tab.
- x Refer to the Student Refunds channel in the middle of the page and click Direct Deposit Signup.
- x Select Add New Direct Deposit.
  1. Enter your Bank Routing Number. You should see your bank auto populate in the field. If the bank name is correct, go to Step 2. If the bank name is incorrect, please call 270 809 2191 for assistance.
  2. Enter your Account Number. Hit TAB.
  3. Select Account Type (Checking or Savings) in drop down menu.
  4. Select Save, review your bank name, routing number and account number one more time. Make sure you log out of the system.

This bank account will be used for all payroll, accounts payable, and student refund payments until you make changes. No checks will be issued.

### Banking

Once you have the necessary information,