

Instructions to set-up bank information in  
Self-Service for Student Account refunds,  
reimbursements and payments  
(all non-payroll payments)

**This authorization will remain in effect while you are at Southwestern University. It is your responsibility to update this information immediately if your bank information changes.**

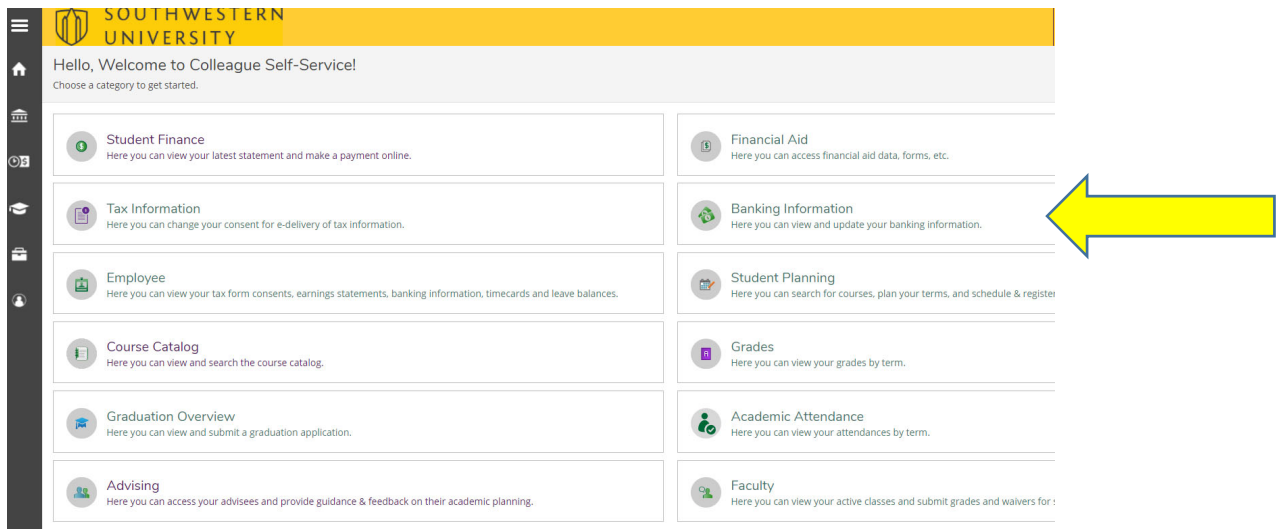
**BEFORE YOU BEGIN:**

- You will need the routing number for your financial institution and your account number. Your online banking website might provide this information.
- Your debit card number is typically NOT your account number.

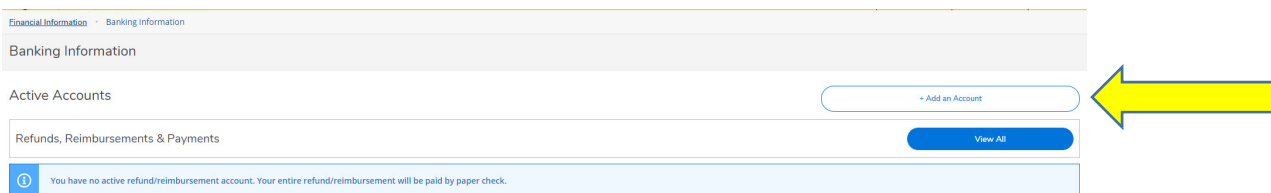
Contact April Ciano in the SU Business Office at  
[cianoa@southwestern.edu](mailto:cianoa@southwestern.edu) or 512-863-1934 with questions about  
this document.

# THE FOLLOWING INSTRUCTIONS ARE TO SET UP OR CHANGE YOUR DIRECT DEPOSIT INFORMATION.

## Select Banking Information from the Self-Service Home page:



## Select “Add an Account” to enter a new deposit account:



## Select Activate: to turn on the “Refund, Reimbursement & Payment Deposit” option


[Financial Information](#) - Banking Information

Banking Information

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New Deposit Add a Bank Account

Bank Account Usage

Refund, Reimbursement & Payment Deposit ☐ Activate 

[Next](#) [Cancel](#)

## Leave the Effective Date as is and select “Next”:

[Financial Information](#) - Banking Information

Banking Information

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New Deposit Add a Bank Account

Bank Account Usage

Refund, Reimbursement & Payment Deposit ☒ Activate

Effective Date

[Next](#) [Cancel](#)

## Complete the account details information and agree to the Terms and Conditions:

If you get an error message after entering the routing number, contact Stephanie Brooks in the SU Business Office at [cianoa@southwestern.edu](mailto:cianoa@southwestern.edu) or 512-863-1934.

Edit Bank Account Details

New Account

Account Nickname

New Account

Country of Bank

United States

Routing Number \*

View sample check image

Bank Account Number \*

View sample check image

Re-enter Bank Account Number \*

View sample check image

Account Type

Checking

Terms and Conditions

I hereby authorize Southwestern University to initiate credit entries and debit entries or adjustments only if necessary to the extent any prior credit entries may have been incorrect to the following financial institutions and accounts listed below.

☐ I agree to the terms and conditions

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Submit



Click “Submit” to save.


### After the Information is submitted:

1. An email notification will be sent to your SU email address.
2. You will then be returned to the Banking Information page.
3. Your new account will indicate “Not Verified” until the Business Office processes the information (every 2-3 days). It will then indicate “Verified” after the process is run.

Banking Information

Active Accounts + Add an Account

Refunds, Reimbursements & Payments	Verification	<span>View All</span>
New Account	Not Verified 	

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***THANK YOU FOR CHOOSING DIRECT DEPOSIT!***