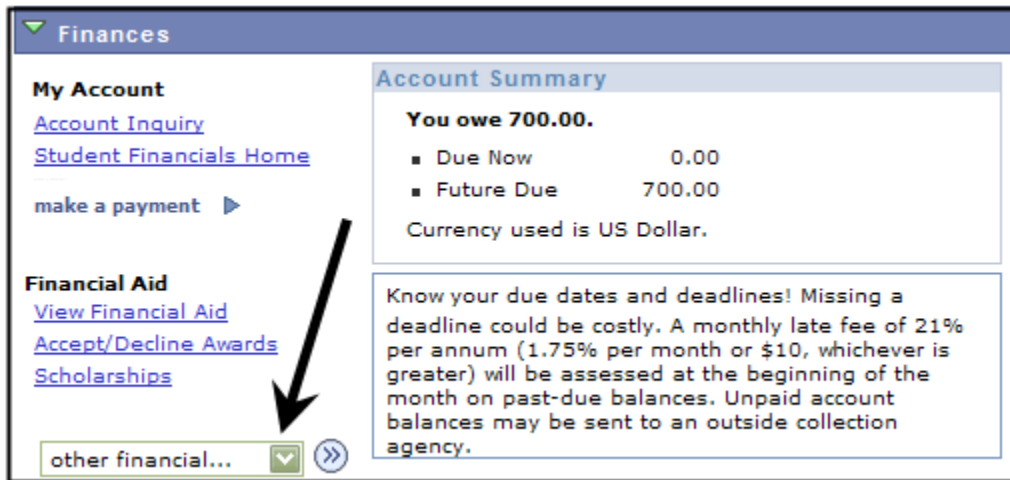



# Direct Deposit

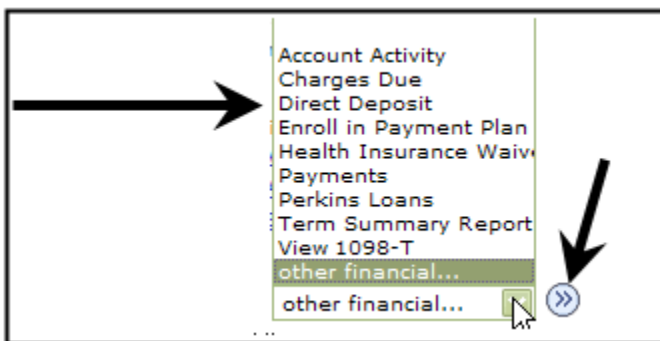
This document will take you through the steps to:

1. Sign up for Direct Deposit
2. Change existing Banking Information
3. Cancel Direct Deposit

Sign into your Student Center on BroncoWeb and click on the **Other Financial** Drop down box under the Finances Section.



Select **direct deposit** from the drop down box. Click on the blue arrows .



## ❖ 1 Sign up for Direct Deposit

1. Click on the “Add” button

Direct Deposit Detail			
Account Type	Bank ID	Account Number	
<a href="#">Issue Check</a>			<b>Add</b>

Click on "Add" to complete the direct deposit detail so that any excess funds will be deposited directly into your checking or savings account; this can include both cash payments and most financial aid payments. It is to your benefit to sign up for direct deposit as funds will generally be available two to three days earlier than a refund check.

The account information you have provided must be validated. Therefore, your first refund may be issued as a check. If there is an error in the information, the deposit will be rejected and a check will be issued.

Your direct deposit will remain in effect unless you:

- Cancel through Bronco Web
- Leave Boise State for six or more consecutive semesters.

2. To change the type of account or to receive a paper check, click on the drop down box.

3. Enter your new information, per instructions. Click the “Save” button.

Change Direct Deposit	
*Direct Deposit Account Type:	<input type="text" value="Checking"/>
Transit Routing Number:	<input type="text" value="333333333"/>
Account/Checking Number:	<input type="text" value="1231232121312"/>
	<b>Save</b>

Instructions:

1. Always use information from a check, not a deposit slip.
2. Indicate if your account type is checking or savings.
3. Enter your transit routing number. This is ALWAYS a 9 digit number.
4. Enter your account number. DO NOT include the check number in this entry. (For a savings account, enter account number from your bank statement).

Please Note:

By submitting this direct deposit account information, I hereby authorize Boise State University to initiate credit entries and if necessary, debit entries to adjust any errors to my account. I also authorize my bank to credit and/or debit the same to my account. I understand Boise State University will make every effort to notify me before such action is taken.

<b>VOID</b> NON-NEGOTIABLE	
<b>PSECU</b> HARRISBURG, PA 17110-2990	
FOR	
⑆ 23 138 1116 ⑆      ⑆ 0123456789 ⑆	
<b>Transit Number</b> Example: 231381116	<b>ACCOUNT NUMBER</b> Example: 0123456789
• Transit Number : 231381116	• Account Number : 0123456789

## ❖ 2 Change your Direct Deposit Information

1. After choosing Direct Deposit from the **Other Finance** drop down box (see above) Click on the “Change” button.

Direct Deposit Detail				
Account Type	Bank ID	Account Number		
Checking	333333333	1231232121312	Change	Cancel

If you wish to update or change your current account information, please use the "Change" button. If you wish to cancel your direct deposit completely, use the "Cancel" button.


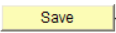
The account information you have provided must be validated. Therefore, your first refund may be issued as a check. If there is an error in the information, the deposit will be rejected and a check will be issued.

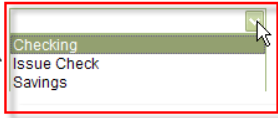
Your direct deposit will remain in effect unless you:


- Cancel through Bronco Web
- Leave Boise State for six or more consecutive semesters.

2. To change the type of account or to receive a paper check, click on the drop down box.

3. Enter your new information, per instructions. Click the “Save” button.

Change Direct Deposit	
*Direct Deposit Account Type:	Checking 
Transit Routing Number:	333333333
Account/Checking Number:	1231232121312
	
Instructions:	
1. Always use information from a check, not a deposit slip.	
2. Indicate if your account type is checking or savings.	
3. Enter your transit routing number. This is ALWAYS a 9 digit number.	
4. Enter your account number. DO NOT include the check number in this entry. (For a savings account, enter account number from your bank statement).	
Please Note:	
By submitting this direct deposit account information, I hereby authorize Boise State University to initiate credit entries and if necessary, debit entries to adjust any errors to my account. I also authorize my bank to credit and/or debit the same to my account. I understand Boise State University will make every effort to notify me before such action is taken.	





**Transit Number**  
Example: 231381116

**ACCOUNT NUMBER**  
Example: 0123456789

- Transit Number : 231381116
- Account Number : 0123456789

### ❖ 3 Cancel your Direct Deposit

1. After choosing Direct Deposit from the **Other Finance** drop down box (see above) Click on the “Cancel” button.

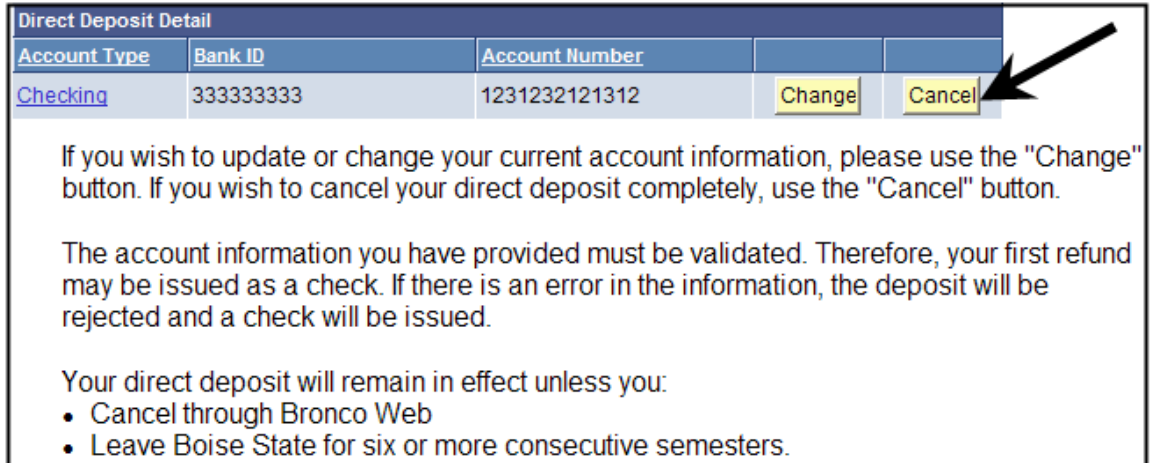
Direct Deposit Detail				
Account Type	Bank ID	Account Number		
<a href="#">Checking</a>	333333333	1231232121312	<input type="button" value="Change"/>	<input type="button" value="Cancel"/>

If you wish to update or change your current account information, please use the "Change" button. If you wish to cancel your direct deposit completely, use the "Cancel" button.

The account information you have provided must be validated. Therefore, your first refund may be issued as a check. If there is an error in the information, the deposit will be rejected and a check will be issued.

Your direct deposit will remain in effect unless you:

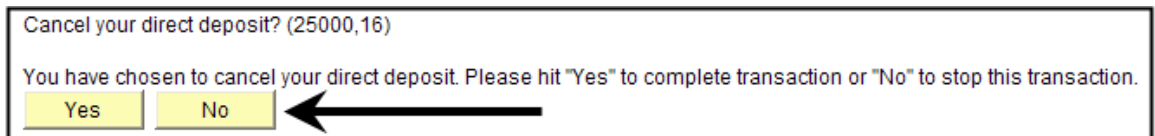
- Cancel through Bronco Web
- Leave Boise State for six or more consecutive semesters.



2. The system will give you a chance to confirm your decision. Click the “Yes” or “No” button to continue.


Cancel your direct deposit? (25000,16)

You have chosen to cancel your direct deposit. Please hit "Yes" to complete transaction or "No" to stop this transaction.



3. You will receive the following confirmation. Click on the “OK” button.

**Save Confirmation**

 The Save was successful.

