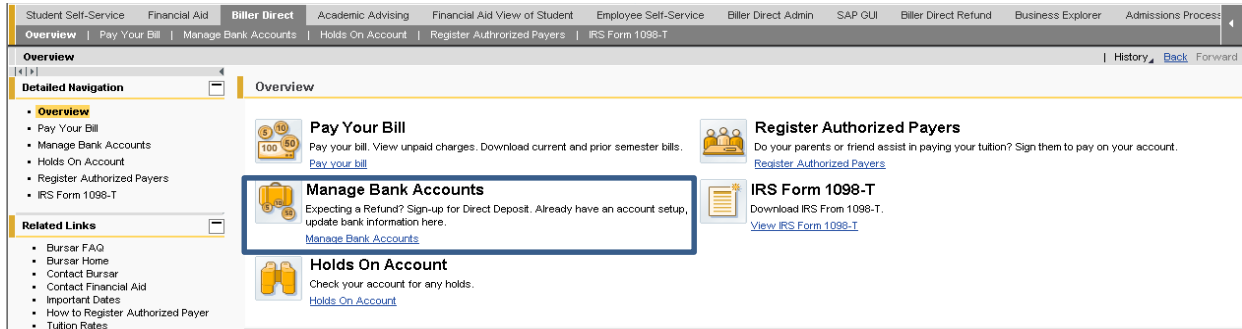


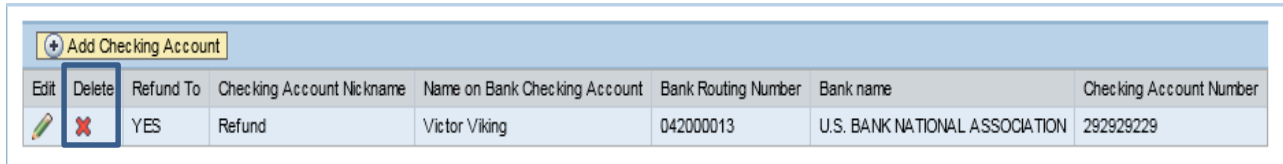
Deleting Bank Accounts Saved in Biller Direct

When an account is entered to make a payment by e-check or receive refunds via direct deposit, it is saved on the student record. The student now has the option to delete those accounts through their Biller Direct account on MyNKU.

Begin by logging in to MyNKU at <https://myнку.nku.edu/irj/portal>. Once logged in, click on the tab for Biller Direct. You will be brought to the **Biller Direct Navigation Page**:

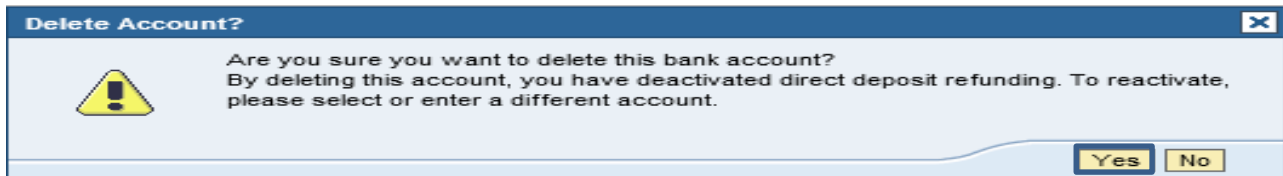


Click the **“Manage Bank Accounts”** link (the same link where accounts are entered to set up direct deposit refunding). A window with all of the accounts saved on the student record will then pop up:




Edit	Delete	Refund To	Checking Account Nickname	Name on Bank Checking Account	Bank Routing Number	Bank name	Checking Account Number
		YES	Refund	Victor Viking	042000013	U.S. BANK NATIONAL ASSOCIATION	292929229

To delete this account, click the red “X” under the **“Delete”** column. A window will appear asking if you are sure you wish to delete the account. To delete the account, select **“Yes”**:



Delete Account?

 Are you sure you want to delete this bank account?
By deleting this account, you have deactivated direct deposit refunding. To reactivate, please select or enter a different account.

- Note that if the account that is being deleted has been activated for direct deposit refunding, a notification informing you that direct deposit will be deactivated when the account is deleted will also appear. To reactivate direct deposit refunding, enter a new account at any time.
- An account that has just been used to submit payment by e-check cannot be deleted for a 48 hour period to allow processing of the submitted payment. Attempts to delete said accounts will result in a warning window explaining the 48 hour hold. Once the 48 hours has passed the account can be deleted from the record.

Once you have selected **“Yes”**, the window will refresh. The account has now been deleted from your student record.