

## SETTING UP DIRECT DEPOSIT IN THE NEW

### BILLER DIRECT

NKU sends any refunds electronically directly to any checking account you designate. To set up and activate your checking account for direct deposit refunds through Biller Direct, begin by logging in to MyNKU at <https://myнку.edu/irj/portal>. Once logged in, click on the tab for Biller Direct. You will be brought to the **Biller Direct Navigation Page**:

Student Self-Service Financial Aid **Biller Direct** Academic Advising Financial Aid View of Student Employee Self-Service Biller Direct Admin SAP GUI Biller Direct Refund Business Explorer Admissions Process

Overview Pay Your Bill Manage Bank Accounts Holds On Account Register Authorized Payers IRS Form 1098-T

Overview History Back Forward

Detailed Navigation Overview

- Overview
- Pay Your Bill
- Manage Bank Accounts
- Holds On Account
- Register Authorized Payers
- IRS Form 1098-T

Related Links

- Bursar FAQ
- Bursar Home
- Contact Bursar
- Contact Financial Aid
- Important Dates
- How to Register Authorized Payer
- Tuition Rates

**Pay Your Bill**  
Pay your bill. View unpaid charges. Download current and prior semester bills.  
[Pay your bill](#)

**Register Authorized Payers**  
Do your parents or friend assist in paying your tuition? Sign them to pay on your account.  
[Register Authorized Payers](#)

**Manage Bank Accounts**  
Expecting a Refund? Sign-up for Direct Deposit. Already have an account setup, update bank information here.  
[Manage Bank Accounts](#)

**IRS Form 1098-T**  
Download IRS Form 1098-T.  
[View IRS Form 1098-T](#)

**Holds On Account**  
Check your account for any holds.  
[Holds On Account](#)

On the navigation page, click **“Manage Bank Accounts”**. To add an account, click **“Add Checking Account”**:

[+ Add Checking Account](#)

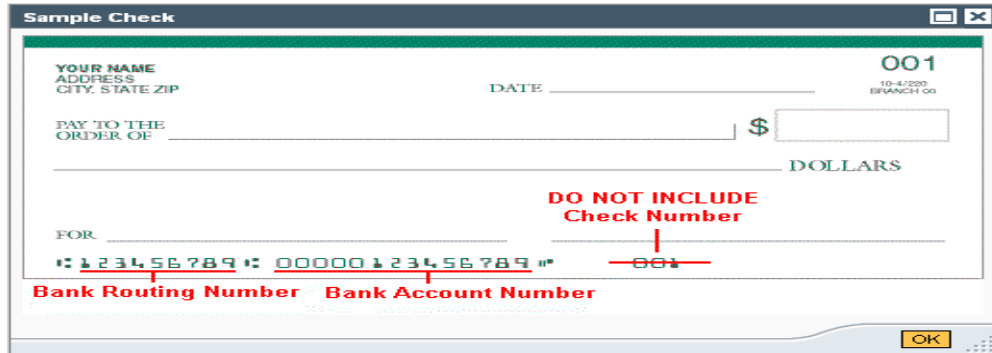
Edit	Refund To	Checking Account Nickname	Name on Bank Checking Account	Bank Routing Number	Bank name	Checking Account Number
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On the next page, you will be asked to enter the following information:

**Checking Account Nickname:** This can be any name of your choice, from “Checking” to “Loan Money”.

**Name on Checking Account:** This is the name of the actual account holder. Note that this does not necessarily have to be an account under your own name. Any account of your choice, including a parent’s account, can be entered.

**Bank Routing Number / Checking Account Number:** Your checking's nine - digit routing number as well as the actual account number can be found on the bottom of any personal check. If you are having difficulty determining where these numbers are located on a check, click the link in the window "How to Locate Account Information" (see example below):



**Confirm Checking Account Number:** You will be asked to enter the same account number again for the sake of accuracy.

**Mark Checking Account for Refunding:** Checking this box will activate the account for direct deposit in the student record system. This is the only field not required, as you may enter multiple accounts and select which you would prefer for direct deposit.

The completed information will appear as follows:

1 Edit      2 Review      3 Confirmation

**Bank Account Details**

Checking Account Nickname : \*  ?

Name on Checking Account : \*

Bank Routing Number : \*

Checking Account Number : \*

Confirm Checking Account Number : \*

**Mark Checking Account for Refunding**  ←

\* Indicates Required Field.

[How to Located Account Information](#)

Review ▶

Once all fields have been completed, click “Review” to continue. Here you will be given the option of either changing the information entered by clicking “Edit”, or activating the account by clicking “Confirm”:

**Bank Account Details**

Checking Account Nickname :

Name on Checking Account :

Bank Routing Number :

Bank Name : US BANK NA

Checking Account Number :

Confirm Checking Account Number :

Mark Checking Account for Refunding :

Once your account has been activated, you will receive the following confirmation:

**Confirmation**

✔ Bank account has been added successfully.

When returning to the “Manage Bank Accounts” page, you will also be able to verify that your checking account is set up for direct deposit by reviewing the “Refund To” Column (any account activated for direct deposit will show “YES” under this column):

+ Add Checking Account						
Edit	Refund To	Checking Account Nickname	Name on Bank Checking Account	Bank Routing Number	Bank name	Checking Account Number
		Checking	Victor Viking	042100175	US BANK NA	123456789
	YES	Checking	Hey U!	042000013	U.S. BANK NATIONAL ASSOCIATION	987654321

You have the option of adding additional checking accounts any time. You may also either change your account information or switch which account should be set for refunding by clicking the pencil next to your chosen account under the “Edit” column and following the instructions above.