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://mynku.nku.edu/irj/portal. Once logged in, click on the tab for Biller Direct. You will be brought to the **Biller Direct Navigation Page**:

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

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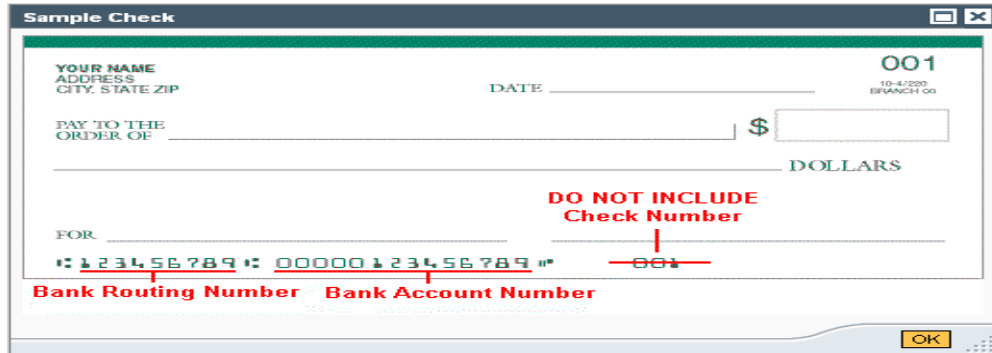
Confirm Checking Account Number: You will be asked to enter the same account number again for the sake of accuracy.

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:

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"**:

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

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):

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.