SETTING UP DIRECT DEPOSIT

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 Student Billing, begin by logging in to MyNKU at https://mynku.nku.edu/irj/portal. Once logged in, click on **Student Billing**. To set up an account for refunding, select **Bank Accounts**:
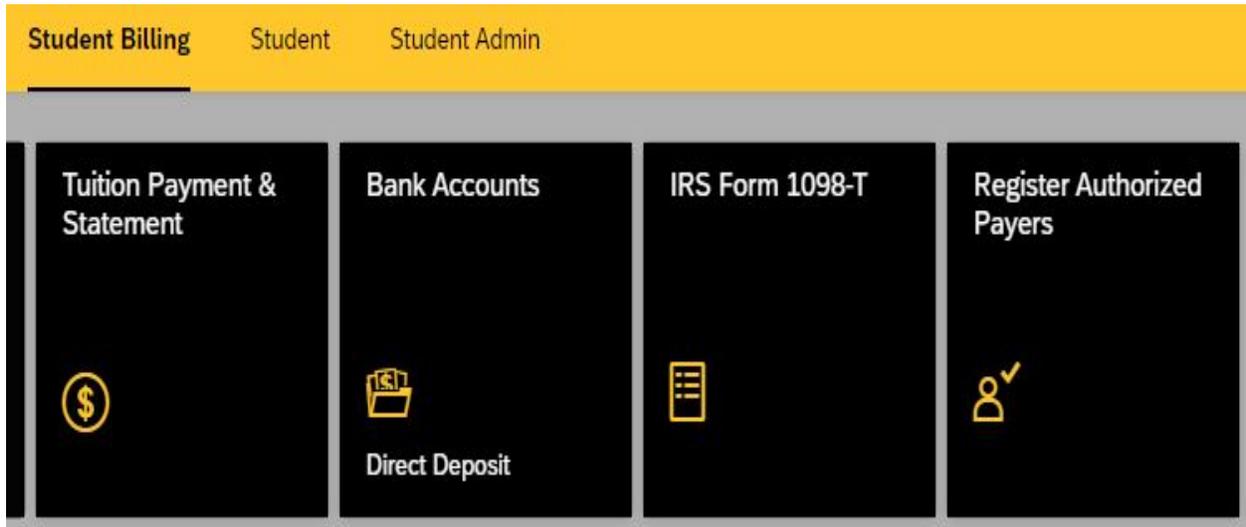
A page will pop up showing any accounts previously save on the student record, including those used for previous payments made to the account, or accounts previously flagged for direct deposit:

Manage Bank Accounts and Direct Deposit Refunds

Delete	Refunds	Name on Account	Bank	Account
🗑	☐	Victor Viking	U.S. BANK NATIONAL ASSOCIATION	X3456
🗑	☑	Victor Viking	US BANK NA	X3987
🗑	☐	Victor Viking	FIFTH THIRD BANK	X9654

+ Add Account

To activate an existing account for direct deposit, check the box next to the account you wish to designate for refunding under the **Refunds** column. The system will automatically update, with the desired account showing a check mark next to it.

To enter an entirely new account for direct deposit, start by clicking the Add Account button at the bottom right of the screen:

Manage Bank Accounts and Direct Deposit Refunds

Delete	Refunds	Name on Account	Bank	Account
🗑	☐	Victor Viking	U.S. BANK NATIONAL ASSOCIATION	X3456
🗑	☑	Victor Viking	US BANK NA	X3987
🗑	☐	Victor Viking	FIFTH THIRD BANK	X9654

+ Add Account

The following screen will pop up:

Add Bank Account

Name on Account:

Routing Number:

Account Number:

Confirm Account Number:

☐ Set as preferred account for direct deposit refunds.

Submit

You will be asked to enter the following information:

Name on 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.

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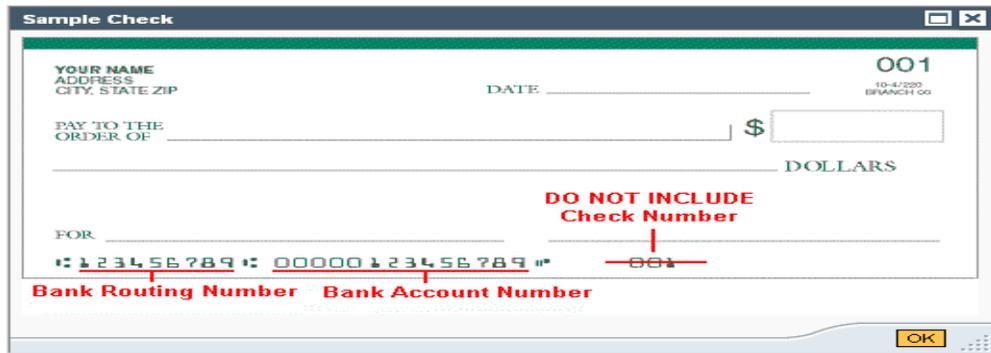
Account Number /Confirm Account Number: You will be asked to enter the same account number twice for the sake of accuracy.

Set as preferred account for direct deposit refunds: 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 **Submit** to continue.

You will automatically be directed back to the screen showing all account previously entered, with the new account that has been set for refunding showing a check mark under the **Refunds** column:

		Accounts - Jeremy Wilson - 100036515		

Manage Bank Accounts and Direct Deposit Refunds

Delete	Refunds	Name on Account	Bank	Account
🗑	☐	Victor Viking	U.S. BANK NATIONAL ASSOCIATION	X3456
🗑	☐	Victor Viking	US BANK NA	X3987
🗑	☐	Victor Viking	FIFTH THIRD BANK	X9654
🗑	☑	Victor Viking	FIFTH THIRD BANK	X1753

+ Add Account

You have the option of either adding additional accounts or deleting existing ones at any time.