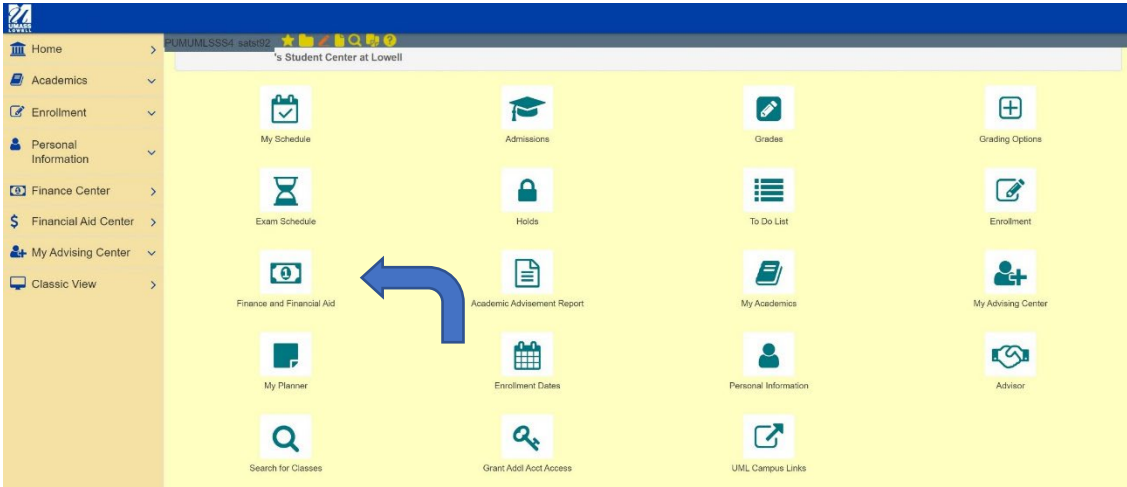
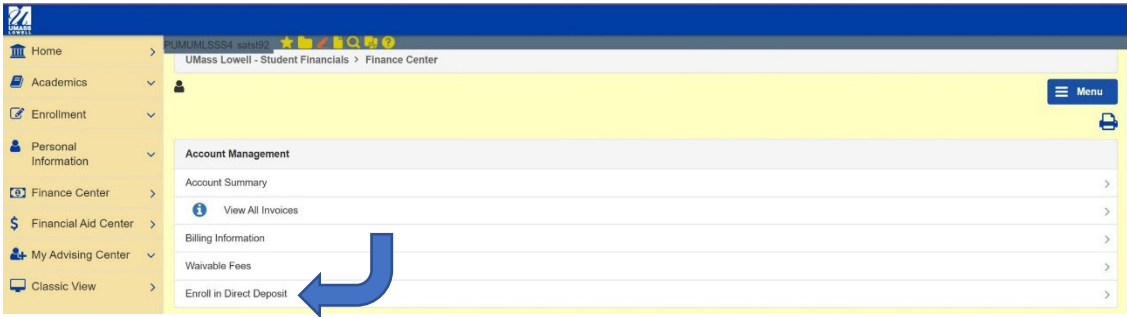
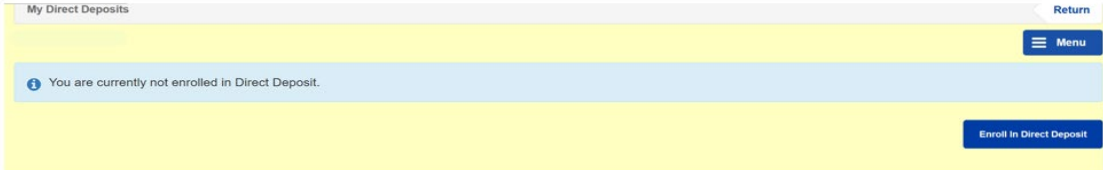




Enrolling in Direct Deposit Job Aid

| | |
|---------------|--|
| Step 1 | Begin by logging into your Student Services Center in SIS https://www.uml.edu/Enrollment/SiS/ |
| Step 2 | Click on Finance and Financial Aid link.  |
| Step 3 | Click on the Enroll in Direct Deposit link.  |
| Step 4 | The My Direct Deposits page is used to enroll and designate your direct deposit account information. No account currently exists for you. You will need to add an account in order to enroll in direct deposit.  |

Step 5 Click the Enroll in Direct Deposit button.

Note: Your bank must be a USA bank.

Step 6 Here you will enter your Bank Account information. Enter the desired information into the Nickname field.

Account Services > Bank Accounts > Bank Details Return

Menu

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Bursar's Office.

Bank Details

Nickname

Account Type Select ▼

[View Sample Check](#)

Bank Code (Routing) Q

Q

Branch

Account Number

Confirm Account Number

Account Holder

Bank Location is United States.
Currency used is US Dollar

Cancel Next

For this example, enter a valid value e.g., 'Wells Fargo'

Step 7 Select the type of account you are adding. You can use either a checking or a savings account. For this example, checking has been chosen.

Account Services > Bank Accounts > Bank Details Return

Menu

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Bursar's Office.

Bank Details

Nickname

Account Type Checking ▼

[View Sample Check](#)

Bank Code (Routing) Q METRO CREDIT UNION

Branch

Branch

Account Number

Confirm Account Number

Account Holder

Bank Location is United States.
Currency used is US Dollar

Cancel Next

- **DO NOT COPY AND PASTE ACCOUNT NUMBER**
- **DO NOT ENTER A DEBIT CARD NUMBER**

| | |
|-----------------------|---|
| <p>Step 8</p> | <p>You must provide the routing and account information from your bank so that your direct deposit is correctly refunded to you. You are responsible for providing and entering accurate information.</p> <p>You can get this information from your personal checks. Please see the sample check below.</p> <hr/> <div style="border: 1px solid black; padding: 5px;"> <p>JANE A. SMITH 1234 123 MAIN ST. DATE _____ ANYWHERE, MA 01234 53-179/113</p> <p>PAY TO THE _____ \$ ORDER OF _____</p> <p>_____ DOLLARS</p> <p>Eastern Bank</p> <p>MEMO _____ AUTHORIZED SIGNATURE _____ 011301798 020004567 1234</p> <p style="text-align: center;">Routing Number Account Number</p> </div> <p>Area 1 refers to the Routing Number and Area 2 refers to your bank Account Number.</p> |
| <p>Step 9</p> | <p>Click the look up Routing Number button.</p> <p>Note: If you know your bank routing number, you can enter it in the Routing Number field.</p> |
| <p>Step 10</p> | <p>You can search for the Routing Number by using your bank name. Enter the name of your bank, into the Bank Name field.</p> <p>For this example, enter a valid value e.g. "Wells Fargo"</p> |
| <p>Step 11</p> | <p>Click the Look Up</p> |
| <p>Step 12</p> | <p>The search has returned several choices. Verify which one is correct. If you are not sure, you will need to reference your check or call your bank.</p> |
| <p>Step 13</p> | <p>Enter your bank account number into the Account Number field.</p> <p>See example above.</p> <p>Note: You must provide the correct bank account information so that your direct deposit is correctly refunded to you. You are responsible for providing accurate account information.</p> |
| <p>Step 14</p> | <p>Note: You must enter numeric characters only into the Account Number field. If you enter any non-numerical characters, your refund deposit will be REJECTED.</p> |

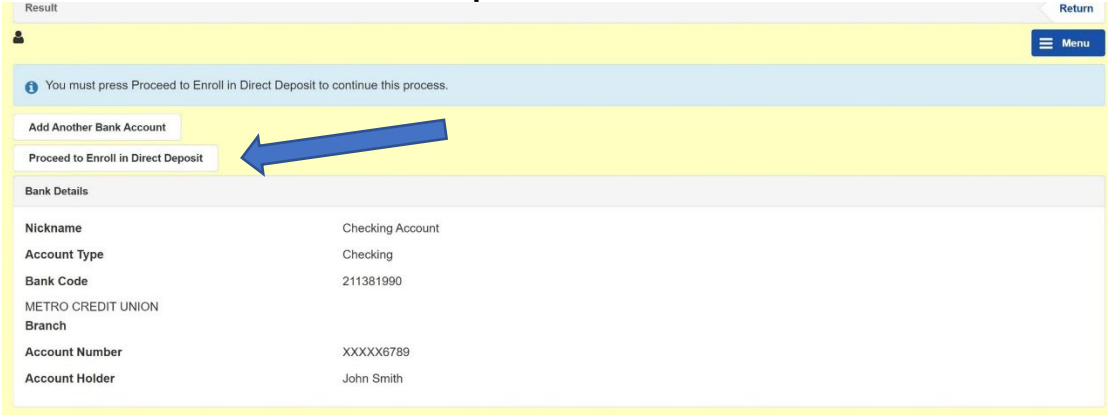
Step 15 Enter your bank account number again, into the Confirm Account Number field.
Note: You must re-enter your Account Number. Please do not copy and paste.

Step 16 Enter the bank account holder's name, into the Account Holder field.
For this step, enter a valid value e.g., "Jane Doe".

Click the Next button.

Step 17 The Results page shows that you have successfully added the bank account. Now you can use this account to enroll in direct deposit.

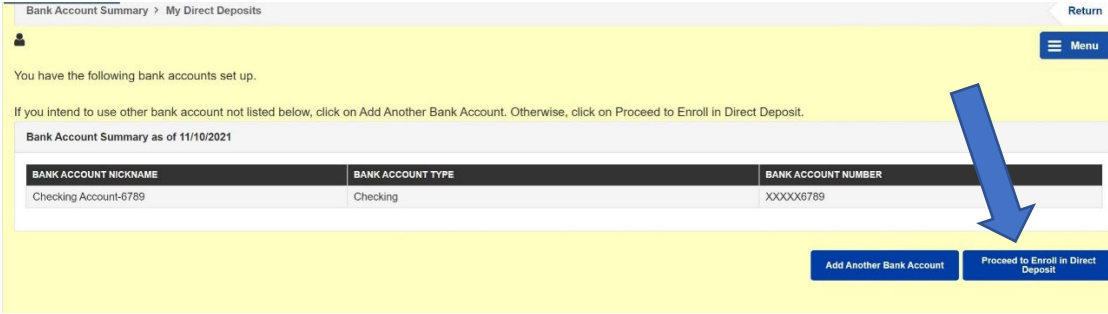
Click Proceed to Enroll in Direct Deposit.



The screenshot shows a 'Result' page with a yellow header and a blue navigation bar. A message states: 'You must press Proceed to Enroll in Direct Deposit to continue this process.' Below this are two buttons: 'Add Another Bank Account' and 'Proceed to Enroll in Direct Deposit'. A blue arrow points to the second button. Underneath is a 'Bank Details' section with the following information:

| | |
|--------------------|------------------|
| Nickname | Checking Account |
| Account Type | Checking |
| Bank Code | 211381990 |
| METRO CREDIT UNION | |
| Branch | |
| Account Number | XXXXX6789 |
| Account Holder | John Smith |

Step 18 Click the Proceed to Enroll in Direct Deposit button.

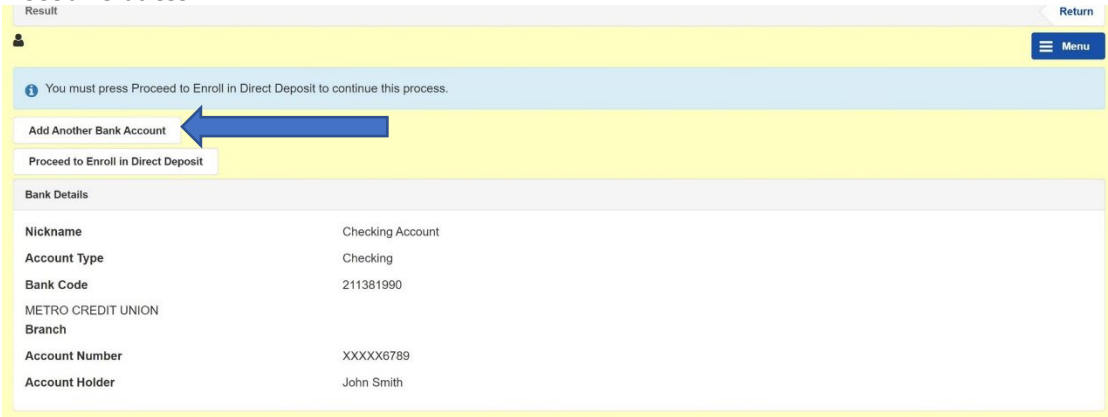


The screenshot shows a 'Bank Account Summary' page with a yellow header and a blue navigation bar. It states: 'You have the following bank accounts set up.' Below this is a table of bank accounts and two buttons: 'Add Another Bank Account' and 'Proceed to Enroll in Direct Deposit'. A blue arrow points to the second button. The table is as follows:

| BANK ACCOUNT NICKNAME | BANK ACCOUNT TYPE | BANK ACCOUNT NUMBER |
|-----------------------|-------------------|---------------------|
| Checking Account-6789 | Checking | XXXXX6789 |

Step 19 You are viewing your Bank Account Summary.

Note: If you wish to add another account, you would use the Add Another Bank Account button.



The screenshot shows a 'Result' page with a yellow header and a blue navigation bar. A message states: 'You must press Proceed to Enroll in Direct Deposit to continue this process.' Below this are two buttons: 'Add Another Bank Account' and 'Proceed to Enroll in Direct Deposit'. A blue arrow points to the first button. Underneath is a 'Bank Details' section with the following information:

| | |
|--------------------|------------------|
| Nickname | Checking Account |
| Account Type | Checking |
| Bank Code | 211381990 |
| METRO CREDIT UNION | |
| Branch | |
| Account Number | XXXXX6789 |
| Account Holder | John Smith |

Step 20

Click the Bank Account Nickname list.

Here you will see a list of your bank accounts that you have added. In this example, you have only added one account. Click the checking account-6789 list item.

Only a single distribution is allowed.

| BANK ACCOUNT NICKNAME | DISTRIBUTION TYPE | AMOUNT / PERCENT | PRIORITY |
|-----------------------|-------------------|------------------|----------|
| Select Bank Account | Balance | | |

Currency used is US Dollar

Cancel Next

Step 21

Click the Next button.

Step 22

Use the Agreement page to review the bank information and agreement terms.

Click the Yes, I agree to the terms and conditions of this agreement option.

Next click the Submit button.

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

| BANK NAME | DISTRIBUTION TYPE | AMOUNT / PERCENT | PRIORITY |
|-----------------------|-------------------|------------------|----------|
| checking account-6789 | Balance | | |

Currency used is US Dollar

I authorize the University of Massachusetts to deposit my refund via electronic fund transfer (EFT) and my designated financial institution to credit this amount to my account. I understand that I am responsible for the accuracy of the banking data input. I understand that if I enter incorrect banking information which results in a rejected/delayed direct deposit, I must either correct my banking information or cancel my direct deposit request before any refunds will be issued. Further, in the event that the University of Massachusetts deposits funds erroneously into my account, I authorize the University of Massachusetts to adjust my account to the extent necessary to correct any over payment. By electronically signing this agreement, I understand and agree to the following:

- 1) I have read and understand the terms and conditions of my financial aid awards as published on the University of Massachusetts website or as outlined in the Financial Aid documents provided to me by the Institution(s) where I have received Financial Aid awards. Boston Students - http://www.umb.edu/admissions/financial_aid_scholarships/terms/
Lowell Students - <http://www.uml.edu/FinancialAid/apply/Terms-and-Conditions.aspx>
Dartmouth Students - <http://www.umassd.edu/financialaid/>
- 2) I acknowledge a balance due the university as a result of changes to my financial aid awards is subject to the billing and collection policies of the University.
- 3) I understand that other charges/adjustments could be posted to the account after this refund is disbursed to me resulting in a balance due on my student account. I agree to pay any balance that may result.
- 4) I understand that failure to pay my University balance will ultimately result in my account being penalized with late payment fees and turned over to a collection agency with additional collection cost added to the total amount owed.
- 5) I understand that a balance due on my account will result in a HOLD being placed on my record which will block all enrollment activities and transcript requests.
- 6) It is my responsibility to verify that the refund has been credited to my bank before writing checks against these funds.
- 7) I understand that once I sign this Direct Deposit Agreement, I will be receiving direct deposit refunds for any of the three UMass Campuses (Boston, Dartmouth, Lowell) automatically that have this enabled. Currently this option is available at Boston and Lowell.

NOTE: You will always receive an Email message when a direct deposit is in progress. Your refund will generally be direct deposited by the following Friday (except during peak times and holidays). Your submission of this electronic form is the equivalent to your signature. Deposits can be made to only one depository account per student.

NOTIFICATION OF A DIRECT DEPOSIT TO YOUR ACCOUNT WILL BE EMAILED TO YOUR UNIVERSITY EMAIL ACCOUNT.
The agreement is dated 11/10/2021

Yes, I agree to the terms and conditions of this agreement.

Cancel Back Submit

Step 23

You have enrolled in direct deposit.

To look at your direct deposit summary, click the Go To Direct Deposit Summary button.

| BANK NAME | DISTRIBUTION TYPE | AMOUNT / PERCENT | PRIORITY |
|-----------------------|-------------------|------------------|----------|
| checking account-6789 | Balance | | |

Currency used is US Dollar

[Go To Direct Deposit Summary](#)

Step 24

Use the Direct Deposit Summary page to review the details of your direct deposit distribution.

To Modify your direct deposit information, click the Modify Direct Deposit button.

Step 25

Once you successfully set up direct deposit, you will receive an email at your UML student email account. If you do not receive this email, log back into your account, and complete the steps in this job aid.

When setting up direct deposit, please verify your routing and account numbers are accurate to ensure your funds get deposited into your account. If these numbers are incorrect, your direct deposit will be rejected, and your refund CANNOT be reprocessed until the funds are credited back to your account in SiS.