Verifying Direct Deposit Status

This guide will cover how to verify a student's direct deposit status.

Step One

Navigate to the Bank Accounts - Student page by using the following breadcrumb path:

Step Two

- Enter the student's ID (EMPL). If the ID is not available, use one of the other available identifiers:
  - Campus ID (UCID)
  - National ID (SSN)
  - First and Last Name
- Click the Search button.
Alternative Navigation:

Using the Finances tab in the Student Services Center will also allow you to view a student's direct deposit status.
The following pages of this document will display various scenarios that may occur for a student regarding their direct deposit status.

**SCENARIO #1 : NO BANK ACCOUNT SETUP & NOT ENROLLED**

The screenshot below is an example of what will display if the individual has not saved a bank account. As a result, they are not eligible for direct deposit.

![Bank Accounts - Student](image)

Keep in mind a student or a parent can have more than one record. Be sure you are looking at the most recent record by using the navigation arrows:
In this scenario, the student set up a bank account but did not enroll in direct deposit.

One way of determining if the student is not enrolled in direct deposit is to locate the following indicator on their Bank Information.

![Bank Information](image)

You can also click the Direct Deposit link displaying towards the top of the page. Bank information will not display in this scenario (see screenshot below).

![Direct Deposit](image)

Click the Manage Bank Accounts link to return to the previous screen.
SCENARIO #3: BANK ACCOUNT SETUP & ENROLLED

Bank account set up and in use.

The following indicator is displaying:

- ✔️ This account is in use.

You can also click the Direct Deposit link displaying towards the top of the page. Bank information will display in this scenario (see screenshot below).

Notice the Agreement Status is “Accepted”. If the account has been revoked due to inaccurate bank information the Agreement Status will say “Revoked”.

Click the Manage Bank Accounts link to return to the previous screen.
SCENARIO #4: EMPLOYEE BANK ACCOUNT SETUP & ENROLLED

This example displays an Employee Payroll bank account that is set up with automatic enrollment in Direct Deposit.

The screenshot below is what will display on the Direct Deposit screen. Notice the Agreement Status is blank because they agreed via the payroll direct deposit sign up process:

You have now completed the steps for verifying a student's direct deposit status.