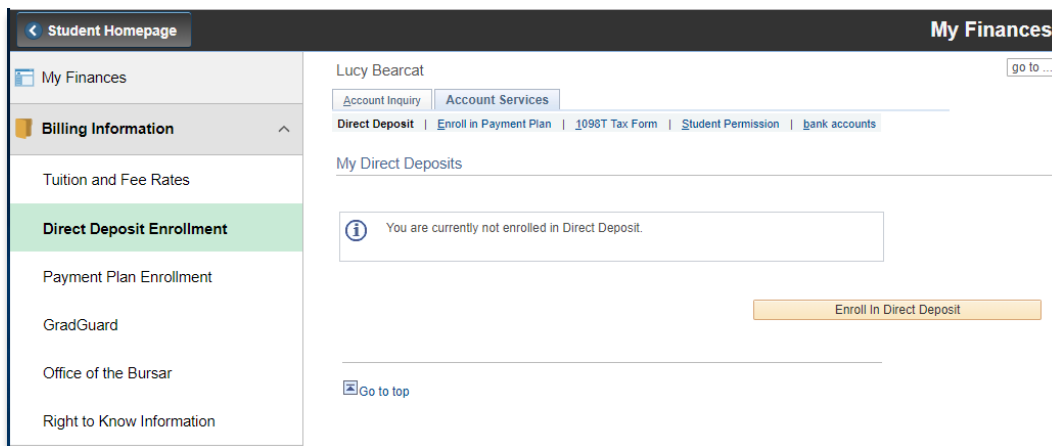


## DIRECT DEPOSIT

*This quick reference will show how a student can sign up for a direct deposit. If you are a University of Cincinnati employee and have already enrolled in Direct Deposit through UC Flex, please refer to the Employee Direct Deposit guide.*

- 1) From the Catalyst Student Homepage, select the *My Finances* Tile and then open the **Billing Information** folder listed on the Navigation Collection (left side of the screen).
- 2) Select **Direct Deposit Enrollment**. On the right side of the page, you are directed to your Direct Deposit Summary page.

If there is no bank account set up, a student must add it by selecting **Enroll in Direct Deposit**. If bank account is displayed, proceed to Step 5.



- 3) Enter your bank account information under the Bank Details section. Once completed, select **Next** to be directed to a confirmation screen that your bank account has been added.

Lucy Bearcat

[Account Inquiry](#) | [Account Services](#)

[Direct Deposit](#) | [Enroll in Payment Plan](#) | [1098T Tax Form](#) | [Student Permission](#) | [bank accounts](#)

Manage My Bank Accounts

Add Bank Account Details

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:  [View Sample Check](#)

Bank Code:

Branch:

Account Number: \*\*

Confirm Account Number:

Account Holder:

\*\* NOTE: Your account number IS NOT your 16-digit check/debit card number. Contact your bank for the correct account # to use.

Bank Location is United States.  
Currency used is US Dollar.

- 4) Select **Proceed to Enroll in Direct Deposit**. You will be returned to the My Direct Deposits home screen that will show your added bank account under the Bank Account Summary section.

Student Homepage My Finances

My Finances

**Billing Information**

Tuition and Fee Rates

**Direct Deposit Enrollment**

Payment Plan Enrollment

GradGuard

Office of the Bursar

Right to Know Information

Manage Financial Aid

Student Health Insurance

Financial Aid Links

Lucy Bearcat

[Account Inquiry](#) | [Account Services](#)

[Direct Deposit](#) | [Enroll in Payment Plan](#) | [1098T Tax Form](#) | [Student Permission](#) | [bank accounts](#)

Manage My Bank Accounts

Result

You have successfully added the bank account My Account.

**Bank Details**

Nickname My Account

Account Type Checking

Bank Code 021201943 PNC BANK

Branch

Account Number XXXXXX1111

Account Holder Lucy Bearcat

- 5) Select **Proceed to Enroll In Direct Deposit** again. This time you will be directed to the *Add Direct Deposit* page.
- 6) Choose the Bank Account you would like to use for Direct Deposit under the **Bank Account Name Nickname** field then select **Next**.

- 7) On the *Agreement* page, check to see if the Bank Account listed is correct. Read the Direct Deposit agreement.

If you agree with the terms, check the box, **Yes, I agree to the terms and conditions of this agreement.**

Currency used is US Dollar

You are about to enroll in Direct Deposit of your refund checks. Signing up for direct deposit will allow excess proceeds from financial aid and over payments applied to your student account to be deposited directly into your checking or savings account. You will receive your funds faster with direct deposit instead of a check mailed to you.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank(s) referenced above.

You may change your account information as necessary. Funds will be available depending on timing of this submission.

Should you wish to cancel your direct deposit enrollment, please come to the Bursar's Office.

The agreement is dated: 07/20/2016

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

- 8) Select **Submit**. The next screen will confirm the enrollment in Direct Deposit.
- 9) Selecting **Go to Direct Deposit Summary** to return to the My Direct Deposits page. This page will show you the Direct Deposit Information and provide you with the opportunity to modify your direct deposit if necessary.

The screenshot shows the Catalyst Student Home interface. On the left is a navigation menu with categories like 'My Finances', 'Billing Information', 'Direct Deposit Enrollment', 'Payment Plan Enrollment', 'GradGuard', 'Office of the Bursar', 'Right to Know Information', 'Manage Financial Aid', 'Student Health Insurance', and 'Financial Aid Links'. The 'Direct Deposit Enrollment' section is highlighted in green. The main content area shows the user's name 'Lucy Bearcat' and navigation links for 'Account Inquiry', 'Account Services', 'Direct Deposit', 'Enroll in Payment Plan', '1098T Tax Form', 'Student Permission', and 'bank accounts'. Below this is the 'My Direct Deposits' section, which includes a 'Direct Deposit Summary' table. The table has columns for 'Bank Name', 'Distribution Type', 'Amount / Percent', and 'Priority'. One entry is shown for 'My Account-1111' with a 'Balance' distribution type. Below the table, it states 'Currency used is US Dollar' and provides a 'Modify Direct Deposit' button. At the bottom of the main content area, there is a 'Go to top' link.