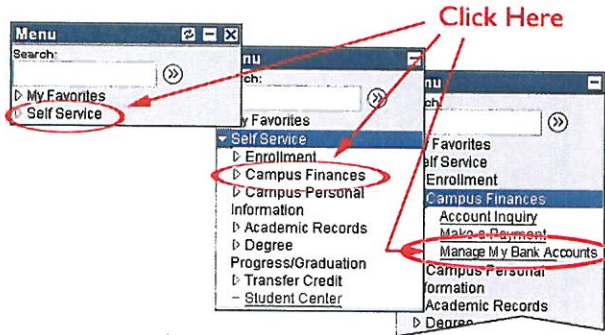




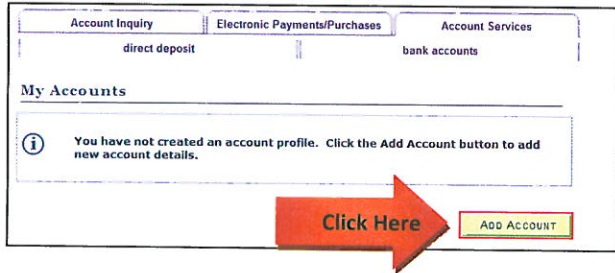
**LaGuardia DARE TO DO MORE**  
Community College

**Bank Account & Direct Deposit.**

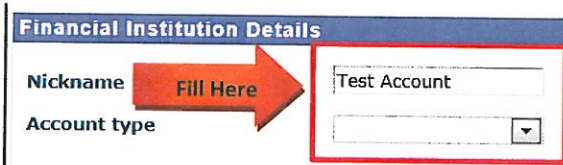
**Step 1.** Navigate to: **Self Service > Campus Finances > Manage My Bank Accounts**



**Step 2.** On the **My Accounts Bank Accounts Summary** page, click the **Add Account** button



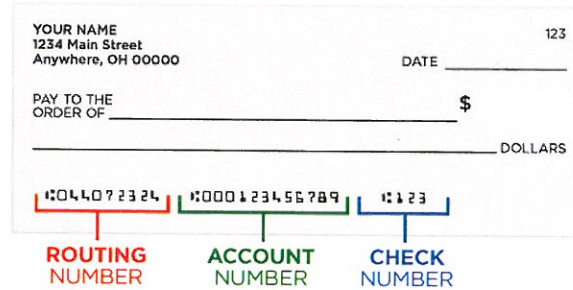
**Step 3.** Enter **Nickname** and **Account Type**



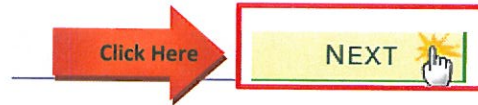
**Step 4.** Enter **Bank Code (Routing Number)**  
**Account Number**

Routing Number	011000138
Account Number	123456789
Confirm Account Number	123456789
Account Holder	Test T. Account

*Note: Select the View Sample Check to assist in locating the Routing Number/Account Number.*



**Step 5.** Click **Next**



**Step 6.** Select the checkbox "Yes, I agree to the terms and conditions of this agreement. Then

Click **Submit**



**Step 7.** Click **ENROLL IN DIRECT DEPOSIT.**

Financial Institution Details	
Nickname	Test Account
Account Type	Checking
Routing Number	011000138 BANK OF AMERICA, N.A.
Account Number	XXXX6789
Account Holder	Test T. Account

Click Here → **ENROLL IN DIRECT DEPOSIT** MANAGE MY

**Step 8.** Select the **Account Nickname** to designate as direct deposit

**Enroll in Direct Deposit**  
**Add Direct Deposit**

Select a financial institution to designate as direct

**Direct Deposit Distribution**

Account Nickname

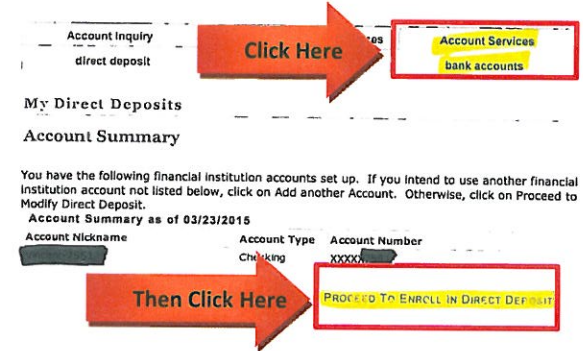
test account-6789

Click Here →

**Step 9.** Click **Next**



**Step 10.** Click on **Account Services/Bank Account** tab, then click on **Proceed to Enroll**



**Step 11. Click on drop down Menu and Select your bank, then click on Next**

Account Inquiry Electronic Payments/Purchases Account Services  
direct deposit 1098t tax form bank accounts

Enroll in Direct Deposit

Add Direct Deposit

Select a financial institution to designate as direct deposit.

Direct Deposit Distribution

Account Nickname  
Select Bank Account

Click Here

Then Click Here

Next

Account Inquiry Electronic Payments/Purchases Account Services  
Direct Deposit 1098t Tax Form Bank Accounts

go to ...

## Final Step Congratulations!

### Enroll in Direct Deposit

#### Result

✔ Congratulations! You are now enrolled in direct deposit.

View the summary below.

**Step 12. Select the checkbox "Yes, I agree to the terms and conditions of this agreement. Then Click Submit**

Enroll in Direct Deposit Agreement

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

Financial Institution Name	Distribution Type	Amt./Pct.	Priority
test account-6789	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit for your refund and/or Work Study checks. Signing up for direct deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student account to be deposited directly into your checking, savings or Scholar Support Card account. You will receive your funds faster through this process instead of a check mailed to you. If you would like information about CUNY's Scholar Support Card program, click the Additional Details link below.

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

You may change your account information as necessary through self-service. Payments made through this process will be available in your account depending on timing of this submission.

We recommend that you print this page to retain a copy of this agreement for your records.

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

Click Here

Then Click Here

SUBMIT