

Enroll in Direct Deposit

Navigation: MyStar Portal (mystar.utmb.edu) > Student Center

Students can access this feature in their Student Center by clicking the [Account Inquiry](#) link in the **Finances** section.

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Give Payment Permissions](#)
[Report Other Financial Aid](#)

other financial... >>

i You have no outstanding charges at this time.

make a payment ▶

To enroll in direct deposit, click the **Account Services** tab, and then click the **direct deposit** tab.

1. Click the **ENROLL IN DIRECT DEPOSIT** button.

Account Inquiry | **Account Services** | Electronic Payments/Purchases

direct deposit | enroll in payment plan | student permission | bank accounts

My Direct Deposits

i You are currently not enrolled in Direct Deposit.

ENROLL IN DIRECT DEPOSIT

2. Enter the bank and account details, and click the **NEXT** button.

NOTE: Click the [View Sample Check](#) link for help in identifying routing and account numbers.

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	<input type="text"/>
Account Type	<input type="text" value="v"/>
Bank Code	<input type="text"/>
Branch	<input type="text"/>
Account Number	<input type="text"/>
Confirm Account Number	<input type="text"/>
Account Holder	<input type="text"/>

[View Sample Check](#)

Bank Code is the
Financial
Institutions Routing
Number

Bank Location is United States

Currency used is US Dollar

CANCEL

NEXT

3. Click the **PROCEED TO ENROLL IN DIRECT DEPOSIT** button.

NOTE: To add new bank account details, click the **ADD ANOTHER BANK ACCOUNT** button.

Manage My Bank Accounts

Result



You have successfully added the bank account My Checking.

Bank Details

Nickname	My Checking	
Account Type	Checking	
Routing Number	011000138	BANK OF AMERICA/FLEET
Branch		
Account Number	XXXXX6789	
Account Holder	John Doe	

[ADD ANOTHER BANK ACCOUNT](#)

[PROCEED TO ENROLL IN DIRECT DEPOSIT](#)

4. Click the **PROCEED TO ENROLL IN DIRECT DEPOSIT** button.

My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank account not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Enroll in Direct Deposit.

Bank Account Summary as of 06/06/2011		
Bank Account Nickname	Bank Account Type	Bank Account Number
My Checking-6789	Checking	XXXXX6789

ADD ANOTHER BANK ACCOUNT

PROCEED TO ENROLL IN DIRECT DEPOSIT

5. Select a bank account, and click the **NEXT** button.

NOTE: Only one bank account may be enrolled in direct deposit.

Enroll in Direct Deposit

Add Direct Deposit

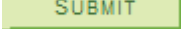
Only a single distribution is allowed. Select a bank to designate as remaining balance.

Direct Deposit Distribution			
Bank Account Nickname	Distribution Type	Amt./Pct.	Priority
Select Bank Account	Balance		

Currency used is US Dollar

CANCEL

NEXT

6. Agree to the terms and conditions, and click the  button.

Enroll in Direct Deposit

Agreement

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

Bank Name	Distribution Type	Amt./Pct.	Priority
my checking-6789	Balance		

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.

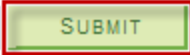
Should you wish to cancel your direct deposit enrollment, please come to the Bursar's Office.

The agreement is dated: 06/06/2011

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

CANCEL

BACK



7. View the result of your request to enroll in direct deposit.

Enroll in Direct Deposit

Result



Congratulations! You are now enrolled in direct deposit.

View the summary below.

Bank Name	Distribution Type	Amt./Pct.	Priority
my checking-6789	Balance		

Currency used is US Dollar

