

KINGSBOROUGH

The following steps will assist you to add a Bank Account on **Self-Service** and enroll in *Direct Deposit* to receive refunds and work study payments. Never miss an aid refund! Enroll in Direct Deposit: https://www.cuny.edu/financial-aid/tuition-and-college-costs/refunds/direct-deposit/

## **STEP# 1:** Login to CUNYfirst at: <u>https://home.cunyfirst.cuny.edu</u>.

STEP# 2: Click on Student Center tile then click on CUNY Direct Deposit



**STEP# 3:** Click on Enroll in Direct Deposit then verify your password and check your preferred email **STEP# 4:** If you do not receive an email, you can go back and check your preferred email through Profile Tile -> Contact Details

**STEP# 5:** Fill in your account information and verify your account information

Bank Account Information		
Routing Number 🚯	Account Holder	O Checking
		○ Savings
Account Number	Confirm Account Number	
Agreement		
You are about to enroll in Direct Deposit for your refund and/or Wor account to be deposited directly into your checking or savings acco	k Study checks. Signing up for direct unt. You will receive your funds faster	deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student through this process instead of a check mailed to you.
I hereby authorize in accordance with the rules and regulations of the electronic fund transfer ("ACH") to the account(s) referenced above	ne National Automated Clearinghouse	Association ("NACHA") my institution to credit any payments due to me via automated clearinghouse
You may change your account information as necessary through se	If-service. Payments made through t	nis 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 agre	ement for your records.	
The agreement is dated 05/17/2023		
Yes, I agree to the terms and cond	ditions of this agreement. N	0
Financial Institution Location is United Currency used is US Dollar		
Submit Cancel		

## STEP# 6: Confirmation: the account will be listed on the Direct Deposit page

Student Center		Direct Deposit		ର :
Account Balance Due Now Currency used is US Dollar	Direct Deposit Deta	iils		
Make a Payment	Account Type	Bank Name	Account Number	
n Payment Plan	Checking	JPMORGAN CHASE BANK, NA	XXXXX6789	>
Charges Due	Revoke Direct Dep	osit		
Rayment History				
者 Direct Deposit				

## **Updating Direct Deposit:**

**Step#1:** Click on the 'right arrow' next to your account to continue.

						ROUGH COLLEGE
Student Center		Direct Deposit		ଜ	:	
Account Balance Due Now Currency used is US Dollar	Direct Deposit Deta	ilis			_	
🐈 Make a Payment	Account Type	Bank Name	Account Number			
🍄 Payment Plan	Checking	JPMORGAN CHASE BANK, NA	XXXXX6789	2	-	•
Charges Due	Revoke Direct Depo	osit				
Payment History						
Direct Deposit						

**Step#2:** Verify the Employee ID and UserID. Enter your password and follow the validation steps to proceed

**Step#3:** On the 'Direct Deposit Details' page, the detailed bank account information of your current direct deposit will be displayed. If you want to make an update to the account number, you need to first blank out the 'Account Number' and the 'Confirm Account Number' fields.

Student Center	Direct De	eposit Details		ស	Q	:
Account Balance Due Now Currency used is US Dellar Make a Payment Payment Plan Charges Due	Bank Account Information Routing Number ① 021000021 JPMORGAN CHASE BANK, NA Account Number XXXXX6789	Account Holder Testing Confirm Account Number 123456789	Checking <ul> <li>Savings</li> </ul>			
Student Center     Account Balance	Direct D	eposit Details		ଜ	Q	
Student Center     Account Balance     Due Now     Currency used is US Dollar     Make a Payment	Direct D Bank Account Information Routing Number () 021000021 JPMORGAN CHASE BANK, NA	eposit Details Account Holder Testing	<ul> <li>Checking</li> <li>Savings</li> </ul>	ଜ	Q	

**Step#4:** Now you will be able to update your bank information, read the agreement and click 'Submit to finish the process.

**Success!** On the 'Direct Deposit' page, the direct deposit details should now be updated.

Student Center		Direct Deposit		ଜ	Q	:
Account Balance Due Now Currency used is US Dollar	Direct Deposit Deta	ils				
nake a Payment	Account Type	Bank Name	Account Number			
🚏 Payment Plan	Checking	JPMORGAN CHASE BANK, NA	XXXXX6798		>	6
Charges Due	Revoke Direct Depo	isit				