Student Direct Deposit

Students can use direct deposit to receive student refunds faster. Students who are also employees can also add a second account for paychecks if desired. This document will take you through the steps to:

1. Sign up for direct deposit
2. Add or change banking Information
3. Student employee direct deposit
4. Cancel direct deposit

❖ Navigate to Direct Deposit Page

1. Sign into my.BoiseState. Access your student page and click on “Student Center.”
2. Select **Enroll in Direct Deposit** from the “other financial...” drop down menu located in the “Finances” section, then click the round arrow button.
3. Verify your information by entering your date of birth and last five digits of your SSN. **If you do not have an SSN, leave that field blank.**

![Additional Security Form]

To protect your privacy, access to this page requires additional information. Please enter your date of birth and last five digits of your social security number to continue. International students may leave the SSN field blank unless you have provided Boise State your TIN; then enter the last 5 digits of your TIN.

- **Date of Birth**
  - MM
  - DD
  - YYYY
  - Example: 01 25 1984

- **Last 5 digits of SSN**

If you need assistance, please contact the Office of Information Technology Help Desk at (208) 426-4357.

❖ **Sign up for Direct Deposit**

1. Click on the “ENROLL IN DIRECT DEPOSIT” button.

![Sign up for Direct Deposit]

- **Account Inquiry**
  - direct deposit
  - enroll in payment plan

- **Account Services**
  - 1098t tax form
  - bank accounts

**My Direct Deposits**

- You are currently not enrolled in Direct Deposit.

**Enroll in Direct Deposit**
2. Enter your new information. Then click “NEXT”.

3. If you have entered all fields you will receive a result page. Click on “PROCEED TO ENROLL IN DIRECT DEPOSIT.”
4. Click on “PROCEED TO ENROLL IN DIRECT DEPOSIT.”

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.

<table>
<thead>
<tr>
<th>Bank Account Nickname</th>
<th>Bank Account Type</th>
<th>Bank Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Megan's Checking-4567</td>
<td>Checking</td>
<td>XXX4567</td>
</tr>
</tbody>
</table>

5. Under “Bank Account Nickname” select the account you just added and click “Next.”

Enroll in Direct Deposit

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

Direct Deposit Distribution

<table>
<thead>
<tr>
<th>Bank Account Nickname</th>
<th>Distribution Type</th>
<th>Amt./Pct.</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>megan’s checking-4567</td>
<td>Balance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar

CANCEL  NEXT
6. Agree to the terms and conditions, then click Next.

7. To review your direct deposit, select Go to Direct Deposit Summary.
Add or change your Direct Deposit Account

1. Follow steps 1-3 above to navigate to your direct deposit access. Then click Change Bank Account.
2. Click on “ADD ANOTHER BANK ACCOUNT” to create a new account, then follow steps 2-6 above.

3. After adding your account, click on Proceed to Modify Direct Deposit.
Note: Once an account is created you cannot modify the information. “Proceed to Modify Direct Deposit” allows student to create a new account or switch to an existing account previously created.

4. You should now see all accounts available. Click Proceed to Modify Direct Deposit again to select the new account.
5. Use the drop down menu under “Bank Account Nickname” to select your new direct deposit account. Then hit “SUBMIT.”

![Change Bank Account](image)

**3 Sign up for Student Employee Direct Deposit**

1. From your Student Center, click on “Home.”

![Student Center](image)
2. On your Home page click on “Direct Deposit Access.”

3. You will now see your listed accounts for Payroll and Student Refunding. Select Payroll to change your paycheck account.
4. Verify your identity.

Additional Security

To protect your privacy, access to this page requires additional information. Please enter your date of birth and last five digits of your social security number to continue.

Date of Birth [ ] [ ] [ ]

Example: 01 25 1984

Last 5 digits of SSN [ ]

If you need assistance, please contact the Office of Information Technology Help Desk at (208) 426-4357.
5. Select Edit to change your account.

**Direct Deposit**

Review, add or update your direct deposit information.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amt/Pct</th>
<th>Deposit Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td></td>
<td></td>
<td>Percent</td>
<td>100%</td>
<td>1</td>
</tr>
</tbody>
</table>

- **Guidelines:**
  - To change your existing direct deposit account to a new bank or a new account, select the **Edit** button and follow the instructions on the next page.
  - If you haven't previously signed up for direct deposit, select the **Add Account** button and follow the instructions on the next page.
  - Only one direct deposit account can be created.
  - Entering a random string of numbers in the account number field will cause your direct deposit to be rejected. This will delay your pay or refund by several days.

- **Employee Information:**
  - Direct Deposit is required of all employees by Boise State University. If you wish to stop your direct deposit, submit an email to payroll@boisestate.edu, include your name and employee ID, or you may bring written notification to Payroll Services.
6. Add your new account information and click Save.

7. The following confirmation will show.

Direct Deposit
Change Direct Deposit

Your Bank Information

Routing Number: 

View check example

Distribution Instructions

Account Number: 

Account Type: Checking

Deposit Type: Percent

Deposit Order: 1 (example: 1 = first account processed)

Save

Direct Deposit
Save Confirmation

The Save was successful.

Employees: The effective date of your direct deposit will occur on the pay day of the pay period the change or addition was made. For a list of pay days and pay periods, a Payroll Schedule is located on the Payroll Services website.

Students: Due to our prenote process, it may take up to 7 days to verify your direct deposit information. During that time, any refunds generated may be sent as a check.

An email has been sent for verification of this change.

OK
Removing Bank Accounts

1. After choosing Direct Deposit from the **Account Services** page (see below), click on the “ıt” button.

![Account Services Page](image)

- **My Bank Accounts**
- **Bank Account Summary**
  
  Listed below are the bank accounts associated to you. You can add, update or view your bank details. To add new bank account details click Add Account. To update, click Edit. To remove, click Delete.

<table>
<thead>
<tr>
<th>Bank Account Nickname</th>
<th>Bank Account Type</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Megan’s Checking</td>
<td>Checking</td>
<td>XXX4567</td>
</tr>
<tr>
<td>Megan’s New Checking</td>
<td>Savings</td>
<td>XXXXXX6789</td>
</tr>
</tbody>
</table>

![Bank Account Summary](image)

2. You will get a warning message, select YES if you wish to continue.

![Warning Message](image)

**Note:** You cannot delete an account that is currently being used.

![Warning Message](image)