

Direct Deposit

In this tutorial we will discuss how to sign up for Direct Deposit.

Direct deposit is the fastest, most secure way to receive refunds. Refunds sent using direct deposit will be received within 2 – 3 business days.

If a **Student** doesn't have direct deposit, refunds will be sent in the form of a paper check to their mailing address on file. Paper checks can take 7 – 10 business days to be received.

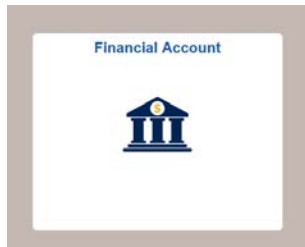
If an **Employee** doesn't have direct deposit, refunds will be sent to an NAU Pay Card. You can find more information about Pay Cards on HR's website at <https://in.nau.edu/human-resources/pay-card-faqs/>.

Parents expecting a refund of the **Parent PLUS Loan** will receive the refund as a paper check to the mailing address listed on the **Parent PLUS Application**. When completing the application, the parent can chose to designate any excess funds to be refunded to the student. If the student has direct deposit information on file, the funds will then be sent to the direct deposit account listed for the student.

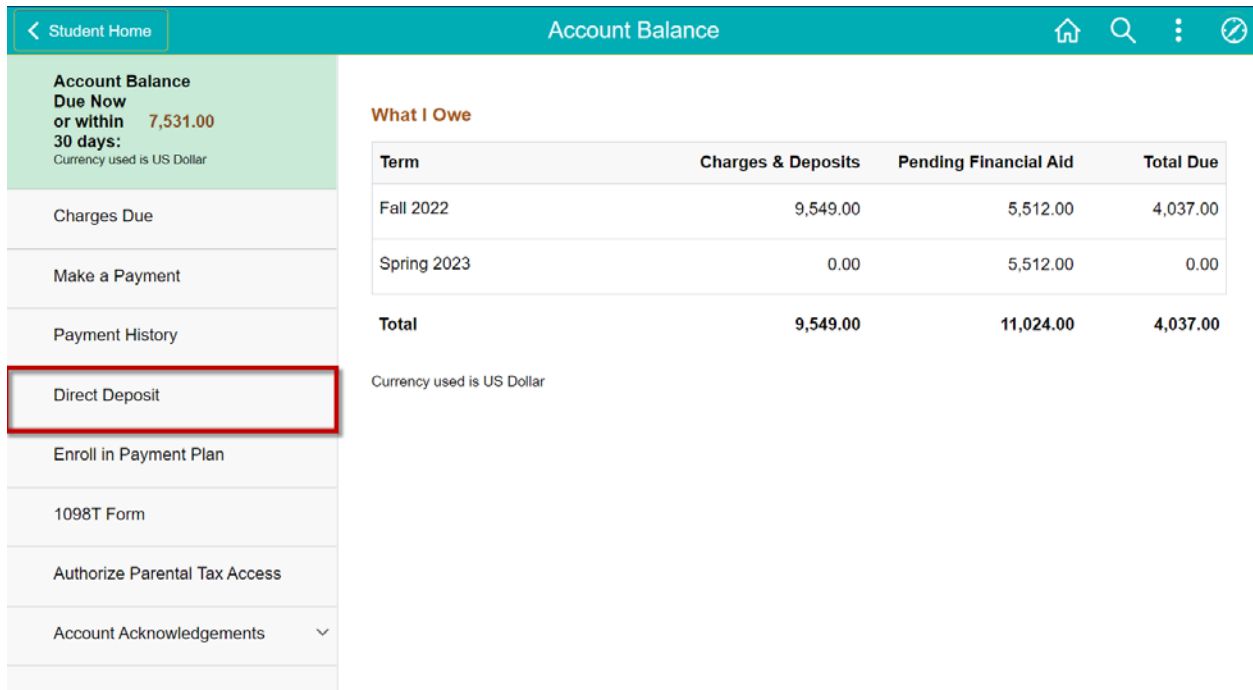
For more information about the benefits of Direct Deposit, please visit our website at <https://in.nau.edu/sdas/direct-deposit/>.

Financial Account

The first step begins by selecting **Direct Deposit** under the “Financial Account” tile in the LOUIE Student Home.



Make sure your Pop-up Blocker is turned off.

A screenshot of the LOUIE Student Home interface. The top navigation bar is teal and contains a back arrow, "Student Home", "Account Balance", a home icon, a search icon, a menu icon, and a refresh icon. On the left is a teal sidebar with menu items: "Account Balance Due Now or within 30 days: 7,531.00", "Charges Due", "Make a Payment", "Payment History", "Direct Deposit" (highlighted with a red box), "Enroll in Payment Plan", "1098T Form", "Authorize Parental Tax Access", and "Account Acknowledgements". The main content area shows "What I Owe" with a table of charges and pending financial aid for Fall 2022 and Spring 2023, and a total due of 4,037.00. Below the table, it says "Currency used is US Dollar".

Term	Charges & Deposits	Pending Financial Aid	Total Due
Fall 2022	9,549.00	5,512.00	4,037.00
Spring 2023	0.00	5,512.00	0.00
Total	9,549.00	11,024.00	4,037.00

You will be taken to the **Direct Deposit** page.

Select **Add Account** to enter new account information.

EMPLOYEES and STUDENTS

Once I authorize direct deposit with either the Payroll Department or Student and Departmental Account Services, I understand that any and all refunds, payroll and financial aid will be disbursed to me using this account information. The Payroll Department allows you to have up to three direct deposit accounts, however please note that all employee travel and expense reimbursements will only be deposited into the "Balance of Net Pay" account.

If you receive your payroll and/or student refunds via direct deposit at a US bank and then have the entire amount forwarded to a bank in another country, please advise the Payroll Department when payroll related, and Student and Departmental Account Services when student refund related. The university must follow formatting requirements for these transactions that will not impact your paycheck or refund.

Direct Deposit Welcome

You have not added any direct deposit account information.

[Add Account](#) Employees without direct deposit will be paid by pay card

Enter your **Routing Number** and **Account Number**.
We recommend confirming this information with your bank.



Direct Deposit
[Add Direct Deposit](#)

Direct Deposit Set Up Guidelines

Employees/students may create up to three direct deposit accounts. You may add checking and savings accounts. A balance account is required when setting up direct deposit to ensure that all funds are paid out. You must set up the balance account first, after that you can choose a dollar amount and/or percentage of net pay to be deposited into your additional accounts each pay period.

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions





Account Number
*Account Type
*Deposit Type Balance of Net Pay

Amount or Percent
*Deposit Order 999 (Example: 1 = First Account Processed)

* Required Field
By completing the Save process below, I authorize Northern Arizona University to automatically deposit my payments (payroll or student refunds) into my account listed above. This includes my authorization to correct any entries made in error.
This authorization will remain in effect until I specifically change it.

[Return to Direct Deposit](#)

Select **Checking** or **Savings** from the **Account Type** drop down menu.

Direct Deposit

Add Direct Deposit

Direct Deposit Set Up Guidelines


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Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

*Account Type 

*Deposit Type 

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field

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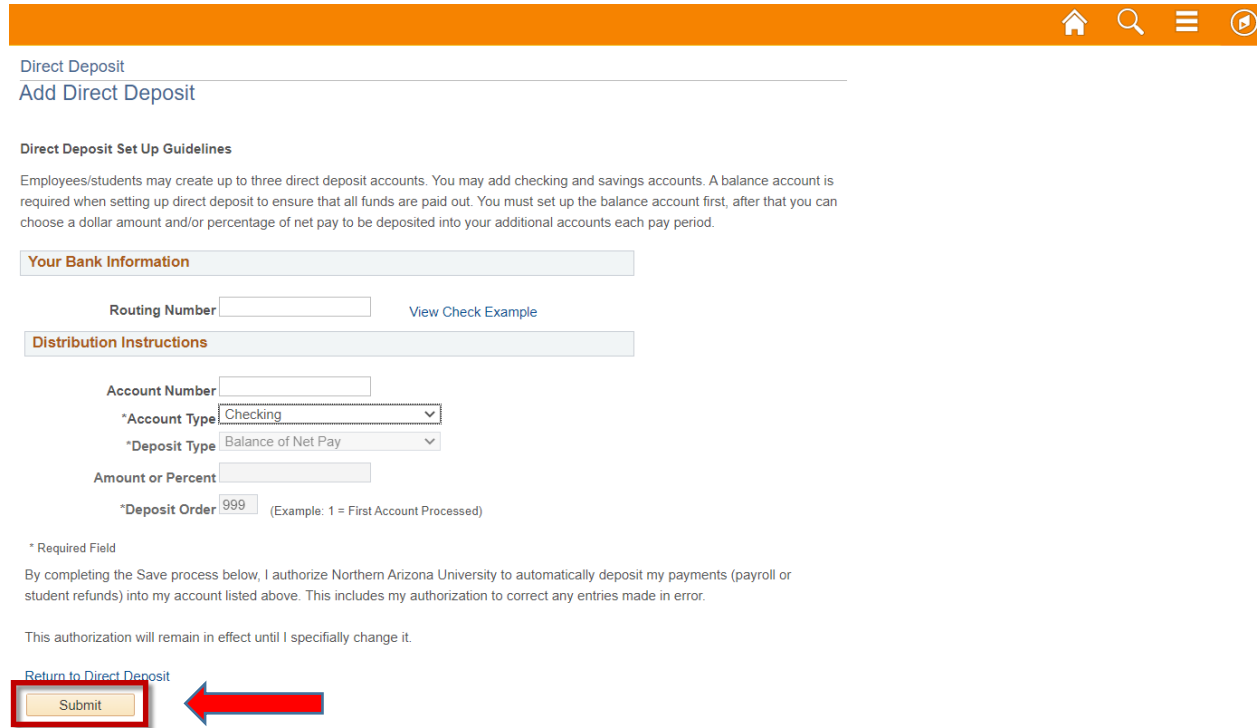
This authorization will remain in effect until I specifically change it.

[Return to Direct Deposit](#)

Submit

When all of the information is entered, select **Submit**.

Note that the **Deposit Type** is automatically selected as **Balance of Net Pay** for the first direct deposit account entered. This means the balance of the refund will be sent to this account.



Direct Deposit
Add Direct Deposit

Direct Deposit Set Up Guidelines

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Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

*Account Type

*Deposit Type

Amount or Percent

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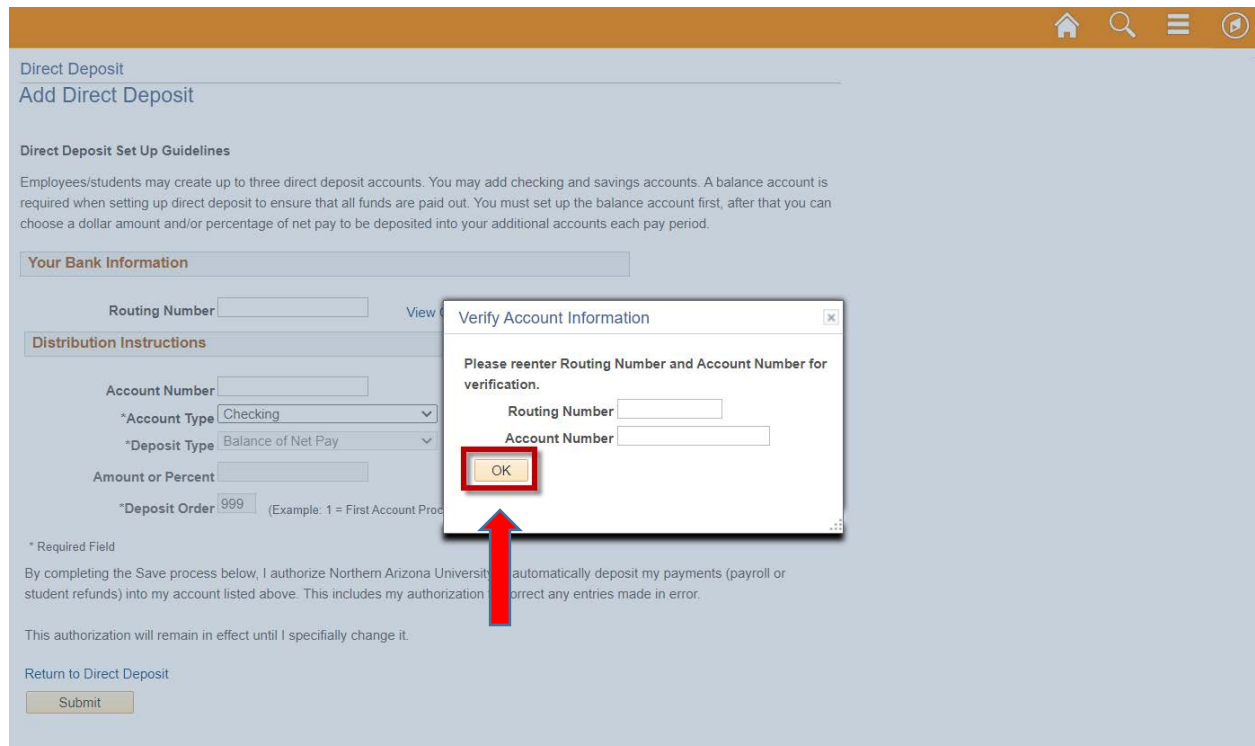
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[Return to Direct Deposit](#)

Submit

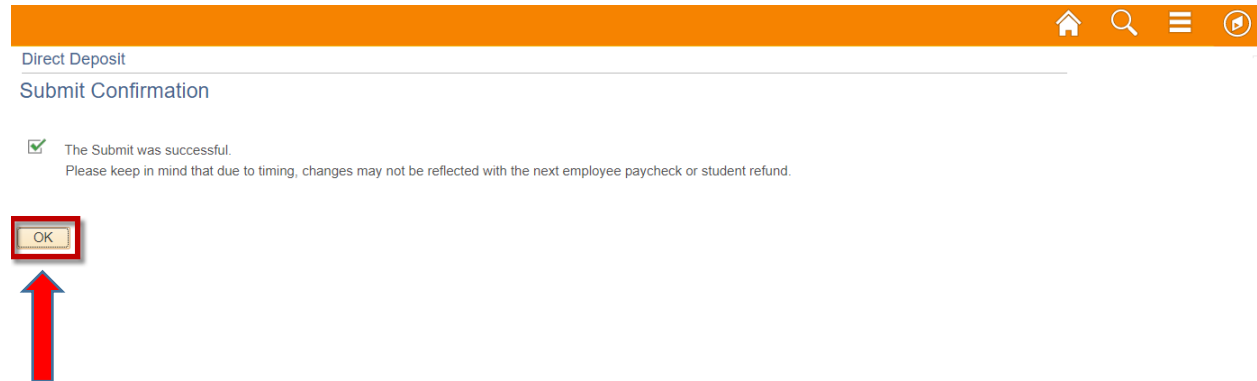
Once you click Submit, you will be asked to **re-enter** the Routing Number and Account Number to verify the information.

Click **OK** when complete.



If the account information matches the second time it is entered, a **Submit Confirmation** screen will be displayed. If not, you will be directed to re-enter the information.

Click **OK**.



You will be taken back to the **Direct Deposit** page, where you can view a summary of the information entered.



EMPLOYEES and STUDENTS

Once I authorize direct deposit with either the Payroll Department or Student and Departmental Account Services, I understand that any and all refunds, payroll and financial aid will be disbursed to me using this account information. The Payroll Department allows you to have up to three direct deposit accounts, however please note that all employee travel and expense reimbursements will only be deposited into the "Balance of Net Pay" account.

If you receive your payroll and/or student refunds via direct deposit at a US bank and then have the entire amount forwarded to a bank in another country, please advise the Payroll Department when payroll related, and Student and Departmental Account Services when student refund related. The university must follow formatting requirements for these transactions that will not impact your paycheck or refund.

Direct Deposit

Welcome

Review, add or update your direct deposit information.

Direct Deposit Details					
Account Type	Routing Number	Account Number	Deposit Type	Change My Direct Deposit	Stop My Direct Deposit
Checking		XXXXX	Balance of Net Pay	Change My Direct Deposit	Stop My Direct Deposit

[Add Account](#)

Employees without direct deposit will be paid by pay card

Direct Deposit Removal Guidelines

If you are changing to a new bank, do not add a new account, select change my direct deposit and update the account information.

In the event that all direct deposit accounts were removed today, new account information may NOT be entered until tomorrow.

NOTE TO EMPLOYEES ONLY:

When all direct deposit accounts are stopped or removed, a pay card will be mailed to the employee's home address. Please review and update your home address through Self Service to prevent delays in receiving your pay card. LOUIE navigation is: Self Service> Campus Personal Information> Addresses.

From the Direct Deposit page, you can change your direct deposit information by selecting the **Change My Direct Deposit** button.

EMPLOYEES and STUDENTS

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Review, add or update your direct deposit information.

Direct Deposit Details					
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Checking		XXXXX	Balance of Net Pay	Change My Direct Deposit	Stop My Direct Deposit

[Add Account](#) Employees without direct deposit will be paid by pay card

Direct Deposit Removal Guidelines





If you are changing to a new bank, do not add a new account, select change my direct deposit and update the account information.

In the event that all direct deposit accounts were removed today, new account information may NOT be entered until tomorrow.

NOTE TO EMPLOYEES ONLY:
When all direct deposit accounts are stopped or removed, a pay card will be mailed to the employee's home address. Please review and update your home address through Self Service to prevent delays in receiving your pay card. LOUIE navigation is: Self Service> Campus Personal Information> Addresses.

On the **Change Direct Deposit** screen, you will be able to type in a new Routing Number.

To change the Account Number, you will need to check the **Edit Account Number** box.



Direct Deposit
Change Direct Deposit

Direct Deposit Set Up Guidelines

Employees/students may create up to three direct deposit accounts. You may add checking and savings accounts. A balance account is required when setting up direct deposit to ensure that all funds are paid out. You must set up the balance account first, after that you can choose a dollar amount and/or percentage of net pay to be deposited into your additional accounts each pay period.

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Edit Account Number

Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field

By completing the Save process below, I authorize Northern Arizona University to automatically deposit my payments (payroll or student refunds) into my account listed above. This includes my authorization to correct any entries made in error.

This authorization will remain in effect until I specifically change it.

[Return to Direct Deposit](#)

Submit

Once all the new information is entered, select **Submit**.



Direct Deposit
Change Direct Deposit

Direct Deposit Set Up Guidelines

Employees/students may create up to three direct deposit accounts. You may add checking and savings accounts. A balance account is required when setting up direct deposit to ensure that all funds are paid out. You must set up the balance account first, after that you can choose a dollar amount and/or percentage of net pay to be deposited into your additional accounts each pay period.

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Edit Account Number

Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

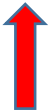
* Required Field

By completing the Save process below, I authorize Northern Arizona University to automatically deposit my payments (payroll or student refunds) into my account listed above. This includes my authorization to correct any entries made in error.

This authorization will remain in effect until I specifically change it.

[Return to Direct Deposit](#)

Submit



You will be prompted to re-enter the **Routing Number** and **Account Number** to confirm the change.

The screenshot shows a web interface for changing direct deposit information. At the top, there are navigation icons for home, search, and a menu. The main heading is "Direct Deposit" followed by "Change Direct Deposit". Below this is a section titled "Direct Deposit Set Up Guidelines" with explanatory text. The form is divided into two main sections: "Your Bank Information" and "Distribution Instructions".

In the "Your Bank Information" section, there is a "Routing Number" input field and a "View Check Examples" link. The "Distribution Instructions" section includes a checked checkbox for "Edit Account Number", an "Account Number" input field, a "*Account Type" dropdown menu (set to "Checking"), a "*Deposit Type" dropdown menu (set to "Balance of Net Pay"), an "Amount or Percent" input field, and a "*Deposit Order" input field (set to "999").

A modal dialog box titled "Verify Account Information" is overlaid on the form. It contains the text: "Please reenter Routing Number and Account Number for verification." Below this text are two input fields: "Routing Number" and "Account Number". An "OK" button is located at the bottom of the dialog.

At the bottom of the form, there is a "* Required Field" note, a paragraph of authorization text, and a "Return to Direct Deposit" link. A "Submit" button is located at the very bottom of the form.

Adding Multiple Accounts

To add an additional account, select the **Add Account** button.

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EMPLOYEES and STUDENTS

Once I authorize direct deposit with either the Payroll Department or Student and Departmental Account Services, I understand that any and all refunds, payroll and financial aid will be disbursed to me using this account information. The Payroll Department allows you to have up to three direct deposit accounts, however please note that all employee travel and expense reimbursements will only be deposited into the "Balance of Net Pay" account.

If you receive your payroll and/or student refunds via direct deposit at a US bank and then have the entire amount forwarded to a bank in another country, please advise the Payroll Department when payroll related, and Student and Departmental Account Services when student refund related. The university must follow formatting requirements for these transactions that will not impact your paycheck or refund.

Direct Deposit
Welcome

Review, add or update your direct deposit information.

Direct Deposit Details					
Account Type	Routing Number	Account Number	Deposit Type	Change My Direct Deposit	Stop My Direct Deposit
Checking		XXXXX	Balance of Net Pay	Change My Direct Deposit	Stop My Direct Deposit

[Add Account](#)

Employees without direct deposit will be paid by pay card

Direct Deposit Removal Guidelines

If you are moving to a new bank, do not add a new account, select change my direct deposit and update the account information.

In the event that all direct deposit accounts were removed today, new account information may NOT be entered until tomorrow.

NOTE TO EMPLOYEES ONLY:
When all direct deposit accounts are stopped or removed, a pay card will be mailed to the employee's home address. Please review and update your home address through Self Service to prevent delays in receiving your pay card. LOUIE navigation is: Self Service> Campus Personal Information> Addresses.

If this is not your first Direct Deposit entry, you can select the **Deposit Type** after entering the new Routing Number and Account Number.

The **Amount** option will allow you to specify an amount of each refund to be directed to the account.

The **Percent** option will allow you to specify a percentige of each refund to be sent to the account.

Direct Deposit
Add Direct Deposit

Direct Deposit Set Up Guidelines

Employees/students may create up to three direct deposit accounts. You may add checking and savings accounts. A balance account is required when setting up direct deposit to ensure that all funds are paid out. You must set up the balance account first, after that you can choose a dollar amount and/or percentage of net pay to be deposited into your additional accounts each pay period.

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (example: 1 = FIRST ACCOUNT PROCESSED)

* Required Field

By completing the Save process below, I authorize Northern Arizona University to automatically deposit my payments (payroll or student refunds) into my account listed above. This includes my authorization to correct any entries made in error.

This authorization will remain in effect until I specifically change it.

[Return to Direct Deposit](#)



[Direct Deposit](#)

Add Direct Deposit

Direct Deposit Set Up Guidelines

Employees/students may create up to three direct deposit accounts. You may add checking and savings accounts. A balance account is required when setting up direct deposit to ensure that all funds are paid out. You must set up the balance account first, after that you can choose a dollar amount and/or percentage of net pay to be deposited into your additional accounts each pay period.

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field

By completing the Save process below, I authorize Northern Arizona University to automatically deposit my payments (payroll or student refunds) into my account listed above. This includes my authorization to correct any entries made in error.

This authorization will remain in effect until I specifically change it.

[Return to Direct Deposit](#)

All other funds not allocated by **Amount** and **Percent** rules will be directed to the Balance of Net Pay account on file. You can only have one account that is listed as **Balance of Net Pay**.

The first account entered is automatically designated as Balance of Net Pay. If you would like to change the information listed for it, you will need to select the **Change My Direct Deposit** button for the account on the **Direct Deposit** page.

The screenshot shows a web form titled "Direct Deposit" with a sub-header "Add Direct Deposit". Below the header is a section for "Direct Deposit Set Up Guidelines" which explains that employees/students can create up to three direct deposit accounts, with a balance account required first. The form is divided into two main sections: "Your Bank Information" and "Distribution Instructions".

Your Bank Information includes a "Routing Number" field and a "View Check Example" link.

Distribution Instructions includes fields for "Account Number", "*Account Type", "*Deposit Type" (with "Balance of Net Pay" selected), "Amount or Percent", and "*Deposit Order" (with "999" entered). A note below these fields states "(Example: 1 = First, 2 = Second, 3 = Third)".

An error message dialog box is overlaid on the form, titled "Message". The message text reads: "You have an active balance row and may not add a second. The PeopleCode program executed an Error statement, which has produced this message." There is an "OK" button at the bottom of the message box.

At the bottom of the form, there is a "* Required Field" note, an authorization statement: "By completing the Save process below, I authorize Northern Arizona University to automatically deposit my payments (payroll or student refunds) into my account listed above. This includes my authorization to correct any entries made in error. This authorization will remain in effect until I specially change it.", a "Return to Direct Deposit" link, and a "Submit" button.

When multiple accounts are on file, there will be a summary of each account on the **Direct Deposit** page, including the **Account Type** and **Deposit Type**.



EMPLOYEES and STUDENTS

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If you receive your payroll and/or student refunds via direct deposit at a US bank and then have the entire amount forwarded to a bank in another country, please advise the Payroll Department when payroll related, and Student and Departmental Account Services when student refund related. The university must follow formatting requirements for these transactions that will not impact your paycheck or refund.

Direct Deposit

Welcome

Review, add or update your direct deposit information.

Direct Deposit Details					
Account Type	Routing Number	Account Number	Deposit Type	Change My Direct Deposit	Stop My Direct Deposit
Savings		XXXXX	Amount	Change My Direct Deposit	Stop My Direct Deposit
Checking		XXXXX	Percent	Change My Direct Deposit	Stop My Direct Deposit
Checking		XXXXX	Balance of Net Pay	Change My Direct Deposit	Stop My Direct Deposit

Employees without direct deposit will be paid by pay card

Direct Deposit Removal Guidelines

If you are changing to a new bank, do not add a new account, select change my direct deposit and update the account information.

In the event that all direct deposit accounts were removed today, new account information may NOT be entered until tomorrow.

NOTE TO EMPLOYEES ONLY:

When all direct deposit accounts are stopped or removed, a pay card will be mailed to the employee's home address. Please review and update your home address through Self Service to prevent delays in receiving your pay card. LOUIE navigation is: Self Service> Campus Personal Information> Addresses.



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Savings		XXXXX	Amount	Change My Direct Deposit	Stop My Direct Deposit
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Questions?

If you have questions about your balance and due dates, please contact us at:

Student and Departmental Account Services

sdas@nau.edu

928-523-3122

For additional information and payment tutorials, visit our website at nau.edu/sdas.