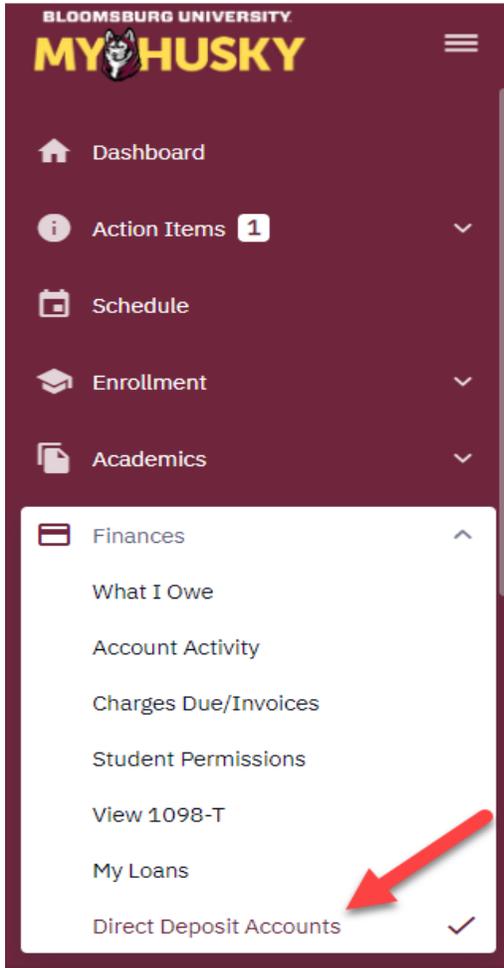


## Instructions to sign up for Direct Deposit of account overpayments:

Student must log into their [MyHusky](#) account to complete.



Scroll down on the Dashboard main menu to the Finances Section. Click on the arrow to open the listing. Select Direct Deposit Accounts.

## Click on Add Account

Refund Direct Deposit.

Direct Deposit Detail								
<a href="#">Account Status</a>	<a href="#">Effective Date</a>	<a href="#">Account Type</a>	<a href="#">Routing Number</a>	<a href="#">Account Number</a>	<a href="#">Financial Institution Name</a>	<a href="#">Account Name</a>	<a href="#">Last Updated by</a>	<a href="#">Last Update Date/Time</a>
<a href="#">Add Account</a>								

## Add Direct Deposit.

### Your Bank Information

Account Status:  As of Date: 01/22/2021  
\*Routing Number:  [View Check Example.](#)

Note: We will not accept Non-U.S. Banks direct deposits.

\*Account Number:  Value will be locked after entry

\*Account Type:

\*Financial Institution Name:

\*Account Name:

[Return to Direct Deposit](#)

\* Required Field

All fields must be completed and saved in order to take effect.

Routing number should be taken from the bottom of a check or contact your bank for the appropriate number to be used.

**To inactivate an invalid account or an account no longer used:**

Click on Edit

Refund Direct Deposit.

Direct Deposit Detail								
Account Status	Effective Date	Account Type	Routing Number	Account Number	Financial Institution Name	Account Name	Last Updated by	Last Update Date/Time

## Add Direct Deposit.

**Your Bank Information**

Account Status:  As of Date: 01/22/2021  
Routing Number:   
Note: We will not accept Non-U.S. Banks direct deposits.  
Account Number:   
\*Account Type:   
\*Financial Institution Name:   
\*Account Name:   
Last Updated by:  Last Update Date/Time:   
  
[Return to Direct Depos](#)  
\* Required Field

Click on arrow and select Inactive and Save.

It will take approximately 2 business days after the refund has been processed on your MyHusky account before it will appear in the designated checking or savings account.

The Student Billing Office has the authority to make an account Inactive/Invalid if it does not meet the necessary banking restrictions, i.e. routing number is incorrect, no bank selected, not account type has been selected, etc.

Student will be notified via their BU email address of the failure of any direct deposit transaction. If your direct deposit fails, you will be issued a check and it will be mailed to the home address of record on the student account. Checks may not be picked up in the Student Billing Office.