

Direct Deposit

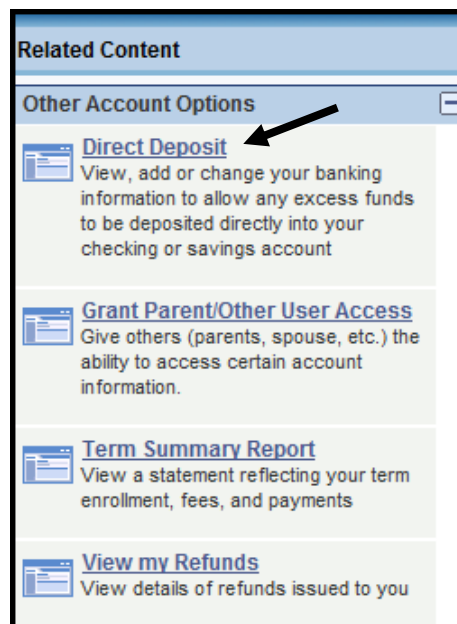
This document will take you through the steps to:

1. Sign up for Direct Deposit
2. Change existing Banking Information
3. Cancel Direct Deposit

Sign into my.BoiseState and select Student Center. Click on the **Account Inquiry Link** under the Finances Section.



Select **Direct Deposit** from the Related Content menu on the right-hand side of the page.



❖ 1 Sign up for Direct Deposit

1. Click on the “Add Account” button

Review, add or update your direct deposit information.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		

Add Account ←

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. If you are trying to inactivate your direct deposit, contact Human Resources at 426-1616 if you are an employee or email the Account Maintenance Center at sfinfo@boisestate.edu if you are a student.**

2. To change the type of account, click on the drop down box.
3. Enter your new information, per instructions. Click “Save”.

Direct Deposit
Add Direct Deposit

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type: ←

Deposit Type:
Issue Check
Savings

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

Save

* Required Field

❖ 2 Change your Direct Deposit Information

1. After choosing Direct Deposit from the **Account Inquiry** page (see above), click on the “Edit” button.

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	
Checking			Percent	100%	1	Edit ←

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.

2. To change the type of account, click on the drop down box.

Direct Deposit

Add Direct Deposit

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type: ←

Deposit Type:

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

[Save](#)

* Required Field

3. Enter your new information, per instructions and select “Save”.

❖ 3 Cancel your Direct Deposit

1. After choosing Direct Deposit from the **Account Inquiry** page (see above), click on the “Edit” button.

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	
Checking			Percent	100%	1	Edit ←

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.

2. Delete the routing and account number. From the drop down box, select Issue Check. Click the “Save” button.

Direct Deposit
Change Direct Deposit

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:
Checking
Issue Check ←
Savings

Deposit Type:

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

3. You will get a warning message, select Ok if you wish to continue.

Message [X]

Warning -- You have selected a Direct Deposit Account Type of Issue Check. (2001,847)

This page is used primarily to add or update direct deposit information. Click OK if you wish to continue.