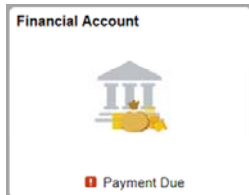
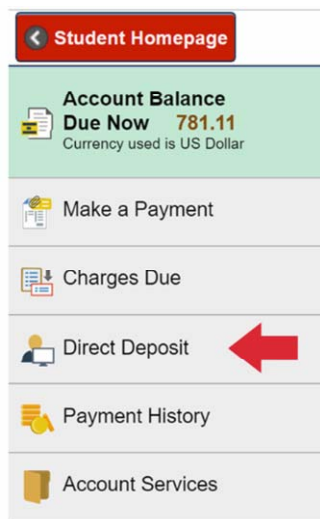


Setting up Direct Deposit

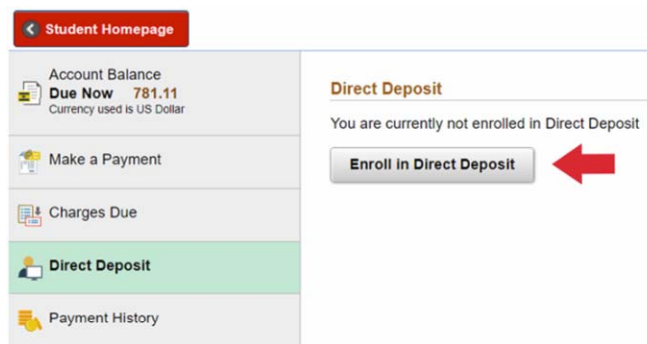
After logging in to MyNIU Student System at myniu.niu.edu, click on **Financial Account** tile.



From the left navigation, click **Direct Deposit**.




If you don't have a direct deposit currently set up, click **Enroll in Direct Deposit**.



Enter your routing and account number and account holder name. Confirm your account number and indicate if the account is a checking or savings account.

Bank Account Information

Routing Number 	Account Holder	<input type="radio"/> Checking
<input type="text"/>	<input type="text"/>	<input type="radio"/> Savings
Account Number	Confirm Account Number	
<input type="text"/>	<input type="text"/>	

Read the **Direct Deposit Enrollment Agreement**. If you agree to the terms and conditions, click on the circle next to No to make a selection of **Yes**. Click **Submit** to continue.

Agreement

I hereby authorize Northern Illinois University (NIU) to electronically credit my account (and, if necessary, to electronically debit my account for correction of errors) in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") at the depository financial institution (bank) referenced above.

I understand and agree that this authorization will remain in effect until I revoke my authorization or change the depository financial institution. I understand that funds will be available in my account depending on the timing of this submission. Furthermore, if I close/change my bank account without proper notification and a refund is issued, I understand that NIU will not process a replacement refund until the financial institution has returned the funds in full to NIU.

The agreement is dated 12/11/2018

Yes, I agree to the terms and conditions of this agreement. Yes

Bank Location is United States
Currency used is US Dollar

You will see a confirmation with the message that you have successfully enrolled in direct deposit.

You have successfully enrolled in Direct Deposit.


Direct Deposit Details

Account Type	Bank Name	Account Number
Checking	CAPITAL ONE BANK (USA), N.A.	XXXX5678

To review your direct deposit details, including routing number, account number, and account holder name, click anywhere in the box of the account that is shown.

Direct Deposit Details

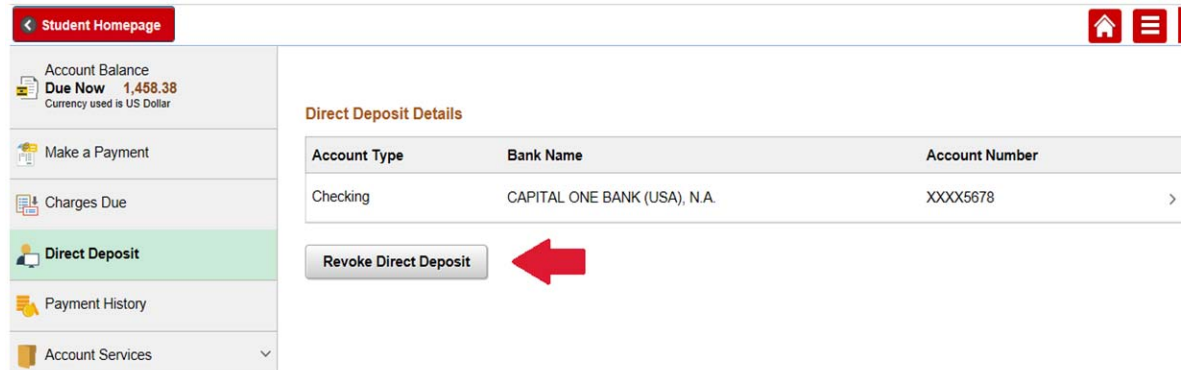
Account Type	Bank Name	Account Number
Checking	CAPITAL ONE BANK (USA), N.A.	XXXX5678



From there, you can also update your routing and account number, account name, and the type of bank account. Click **Submit** to finish the process.

Revoking your Direct Deposit Account

To revoke direct deposit, follow the steps on page 1 to navigate to the direct deposit page. You will then see a screen similar to the one below. Click **Revoke Direct Deposit**.



The screenshot shows the Student Homepage interface. On the left is a navigation menu with options: Account Balance (Due Now 1,458.38), Make a Payment, Charges Due, Direct Deposit (highlighted in green), Payment History, and Account Services. The main content area is titled 'Direct Deposit Details' and contains a table with the following data:

Account Type	Bank Name	Account Number
Checking	CAPITAL ONE BANK (USA), N.A.	XXXX5678

Below the table is a button labeled 'Revoke Direct Deposit', which is highlighted with a red arrow pointing to it from the right.

Click **Yes** to continue.

Are you sure you want to revoke this deposit account <XXXX5678>?
Select Yes Revoke, No to discard your changes.

Yes No

You will see a notification confirming your action, with the message below.

You are currently not enrolled in Direct Deposit

Enroll in Direct Deposit