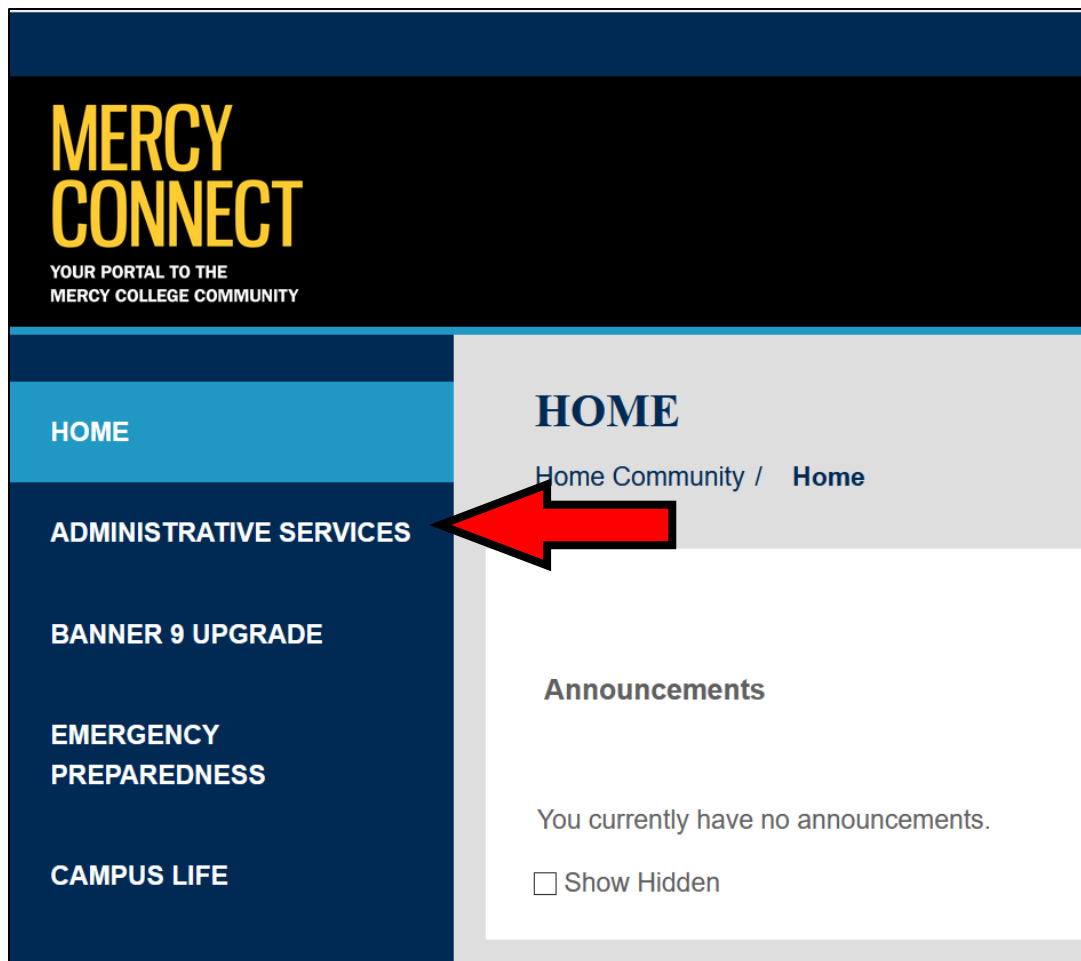


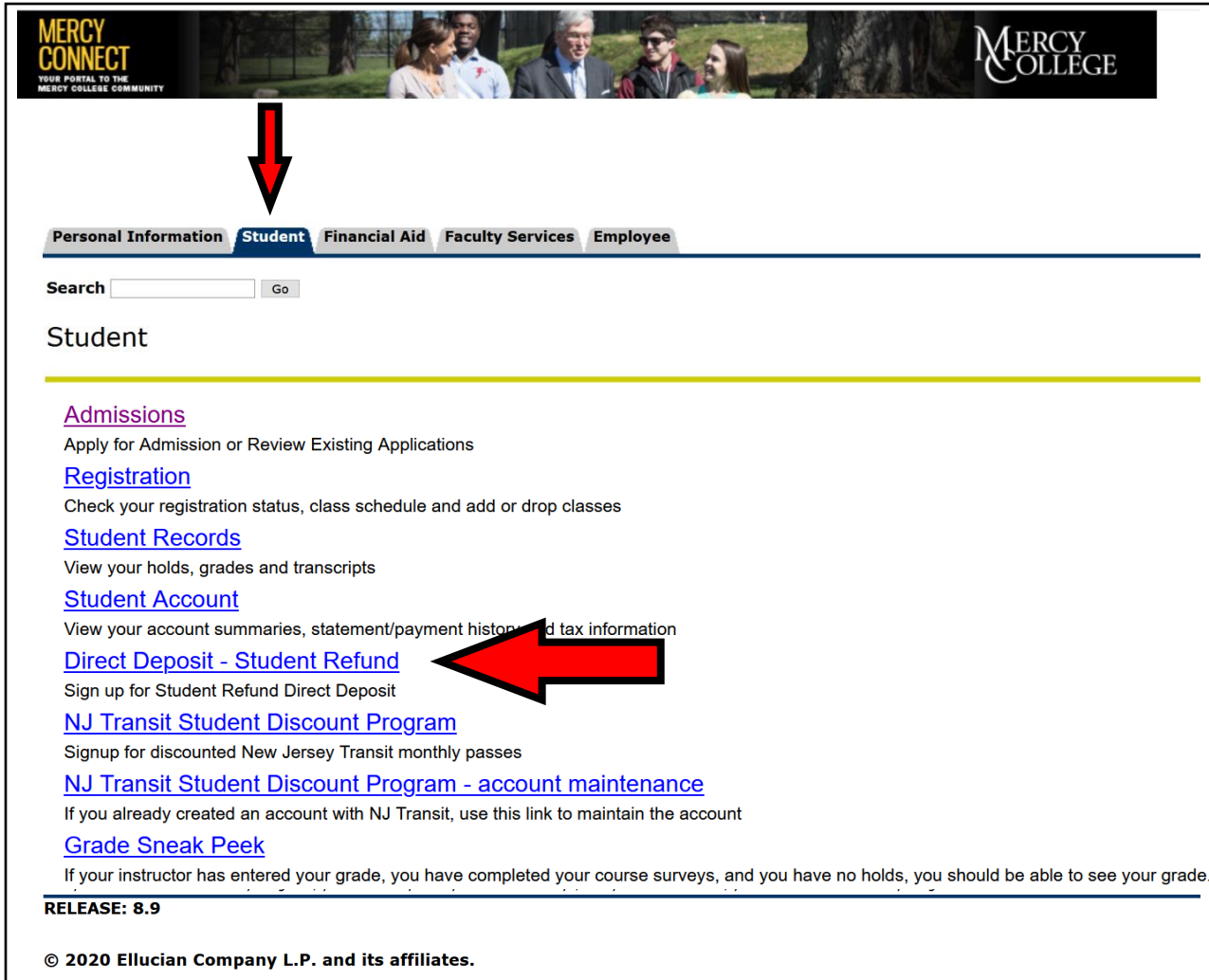
## How to Sign Up for Direct Deposit for Student Refunds

The direct deposit link can be found in self-service:



Log into Mercy Connect and Click Administrative Services.

Click the Student Tab and then Click the Direct Deposit – Student Refund link.



**MERCY CONNECT**  
YOUR PORTAL TO THE  
MERCY COLLEGE COMMUNITY

**MERCY COLLEGE**

**Personal Information** **Student** **Financial Aid** **Faculty Services** **Employee**

Search

## Student

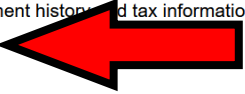
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[Admissions](#)  
Apply for Admission or Review Existing Applications

[Registration](#)  
Check your registration status, class schedule and add or drop classes

[Student Records](#)  
View your holds, grades and transcripts

[Student Account](#)  
View your account summaries, statement/payment history and tax information

[Direct Deposit - Student Refund](#)   
Sign up for Student Refund Direct Deposit

[NJ Transit Student Discount Program](#)  
Signup for discounted New Jersey Transit monthly passes

[NJ Transit Student Discount Program - account maintenance](#)  
If you already created an account with NJ Transit, use this link to maintain the account

[Grade Sneak Peek](#)  
If your instructor has entered your grade, you have completed your course surveys, and you have no holds, you should be able to see your grade.

---

**RELEASE: 8.9**

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### Update Direct Deposit

Please click [here](#) to learn how to make changes to your existing direct deposit entries.

Please provide your bank information to authorize Mercy College to electronically transmit your student refund directly to your bank account

\* - indicates a required field.

**Add Deposit Information:**

Bank Routing Number: \*

Account Number: \*

Account Type:

Remaining Amount:

Accounts Payable Deposit:

Save

[Direct Deposit](#)

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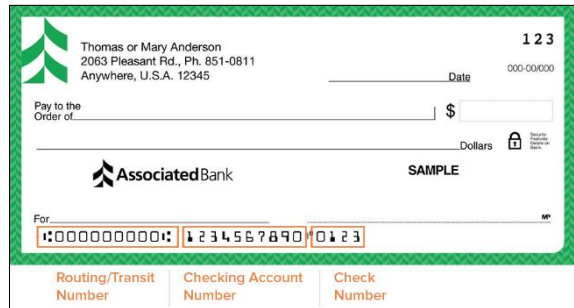
This will open the Direct Deposit form for you to enter your banking information.

#### Step 1: Enter your Bank Routing Number.

The bank routing number can be found on the bottom left of your check

-OR-

Contact your bank representative and they will provide the bank routing number.



#### Step 2: Enter Bank Account Number.

Information must be entered exactly – be sure to double check your numbers before submitting!

#### Step 3: Choose the type of account: Checking or Savings.

#### Step 4: Save.

The direct deposit will not take effect immediately. The first refund you receive after submitting your information will be a check. At that time, the College will send a test file, or “prenote,” to your bank to confirm that the account is valid.

- If your account passes without error, all future refunds will be direct deposited into the chosen account.
- If your account fails authorization, the bank will notify our finance team. You will receive a communication from the Office of Student Accounts to correct your information.

## Modifying/Cancelling Your Direct Deposit

### Accounts Payable Deposit:

Bank Name	Routing Number	Account Number	Account Type	Status	Address Type	Address Sequence	Note
Citibank Fsb	123456789	123456789	Savings	Prenote			

If there is an active account, the Direct Deposit form will now show a link with the banking information. The Bank name is a clickable link.


Your direct deposit information can be corrected and/or enrollment can be terminated through the same form. Click the name of your bank to be taken to the update screen.

Personal Information Student Financial Aid Employee

Search  Go

### Update Bank Account

Select Inactivate to stop a direct deposit, select an Account Type to change, or enter a different Amount or Percent, then select Save.

**Bank Name:** Citibank Fsb  
**Bank Routing Number:** 123456789  
**Account Number:** 123456789  
**Inactivate:**    
**Account Type:**    
**Remaining Amount:**   
**Amount or Percent:**     
**Accounts Payable Deposit:**

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The Update Bank Account form lets you cancel your direct deposit.

To make a change to your direct deposit information, click “Inactivate” and Save. If you want to cancel your direct deposit, you are done. This will take effect immediately.

If you want to change the bank account for your deposit, you will need to inactivate the current account, Save, then go back to the original screen and enter a new bank account and routing number. You cannot just change the account/routing on this form.

## Notes

Direct deposit is not available for Parent PLUS refunds. PLUS refunds will continue to be processed via a check to the parent.

Direct deposit is also not available for refunds larger than \$10,000. These will be printed as checks as per College policy.