



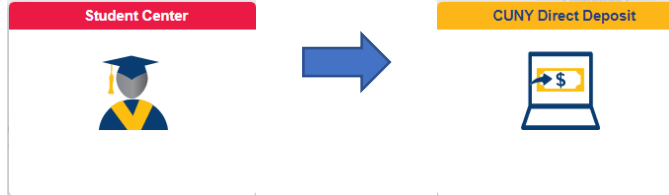
ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

The following steps will assist you to add a Bank Account on **Self-Service** and enroll in *Direct Deposit* to receive refunds and work study payments. Never miss an aid refund! Enroll in Direct Deposit: <https://www.cuny.edu/financial-aid/tuition-and-college-costs/refunds/direct-deposit/>

STEP# 1: Login to CUNYfirst at:

<https://home.cunyfirst.cuny.edu>.

STEP# 2: Click on Student Center tile then click on CUNY Direct Deposit



STEP# 3: Click on Enroll in Direct Deposit then verify your password and check your preferred email

STEP# 4: If you do not receive an email, you can go back and check your preferred email through Profile Tile -> Contact Details

STEP# 5: Fill in your account information and verify your account information

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"/>	

Agreement

You are about to enroll in Direct Deposit for your refund and/or Work Study checks. Signing up for direct deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student account to be deposited directly into your checking or savings account. You will receive your funds faster through this process instead of a check mailed to you.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any payments due to me via automated clearinghouse electronic fund transfer ("ACH") to the account(s) referenced above.

You may change your account information as necessary through self-service. Payments made through this process will be available in your account depending on timing of this submission.

We recommend that you print this page to retain a copy of this agreement for your records.

The agreement is dated **05/17/2023**

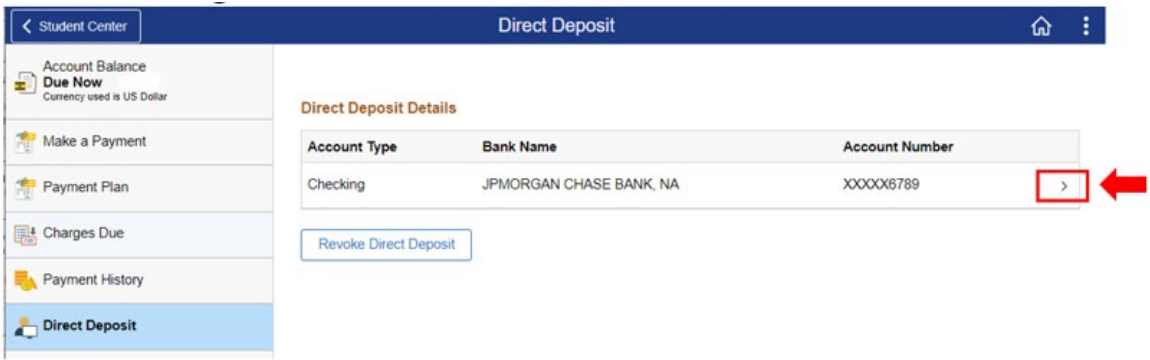
Yes, I agree to the terms and conditions of this agreement. No

Financial Institution Location is United
Currency used is US Dollar

STEP# 6: Confirmation: the account will be listed on the Direct Deposit page

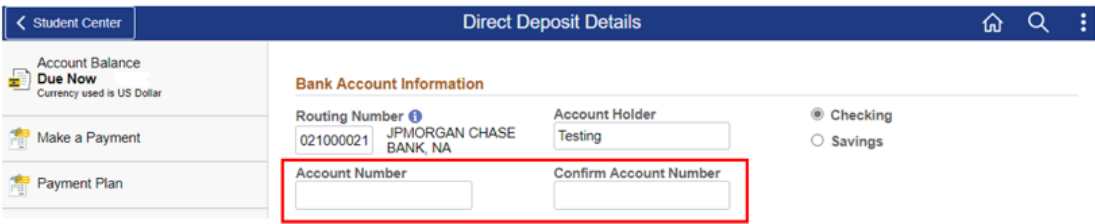
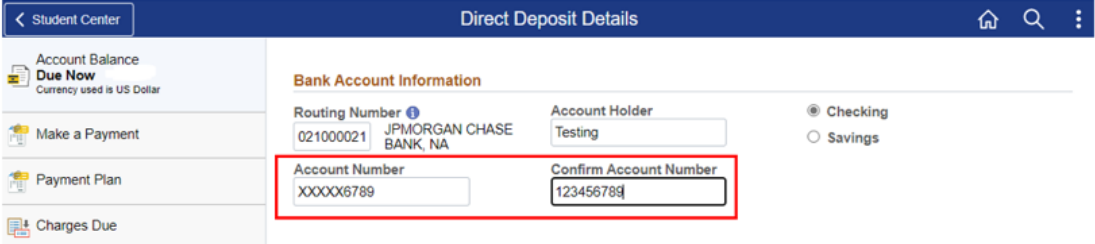
Updating Direct Deposit:

Step#1: Click on the 'right arrow' next to your account to continue.



Step#2: Verify the Employee ID and UserID. Enter your password and follow the validation steps to proceed

Step#3: On the 'Direct Deposit Details' page, the detailed bank account information of your current direct deposit will be displayed. If you want to make an update to the account number, you need to first blank out the 'Account Number' and the 'Confirm Account Number' fields.



Step#4: Now you will be able to update your bank information, read the agreement and click 'Submit' to finish the process.

Success! On the 'Direct Deposit' page, the direct deposit details should now be updated.

