

# HOW TO SIGN UP FOR DIRECT DEPOSIT

**THE COLLEGE OF NEW JERSEY  
THE OFFICE OF STUDENT ACCOUNTS**



**Please note: To receive any refunds from overpayment via direct deposit, please complete the following steps!**

## WHY SIGN UP FOR DIRECT DEPOSIT?

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**No need to wait for a check to be mailed home! This direct deposit is different than direct deposit for payroll.**

If the college owes you a refund due to overpayment from a financial aid award, a tuition payment, or reversal of a charge, this credit can be refunded to you via direct deposit to your bank account.

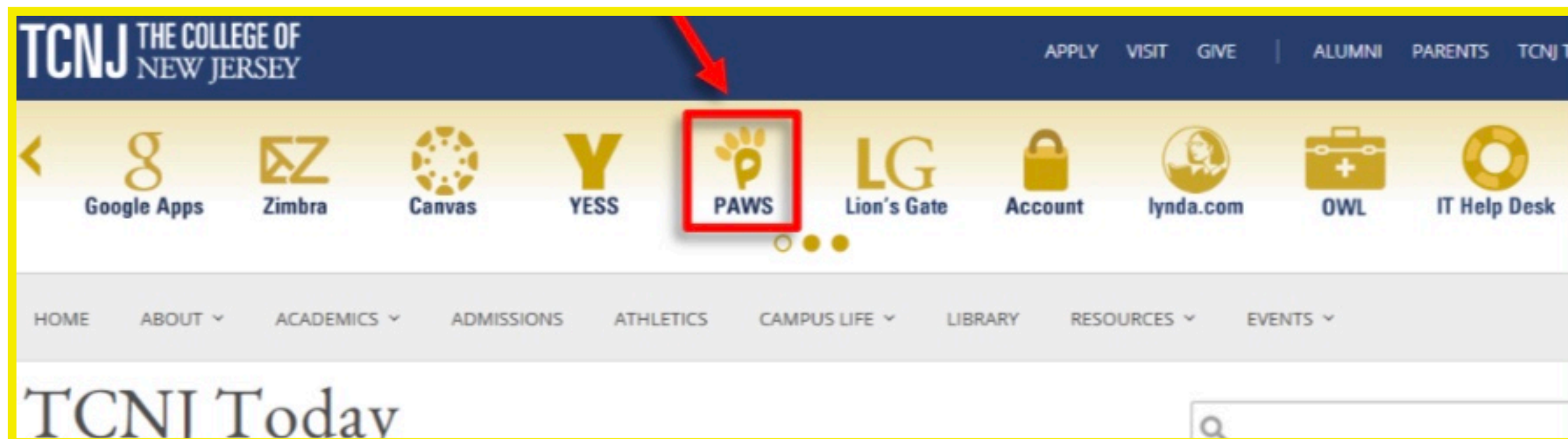
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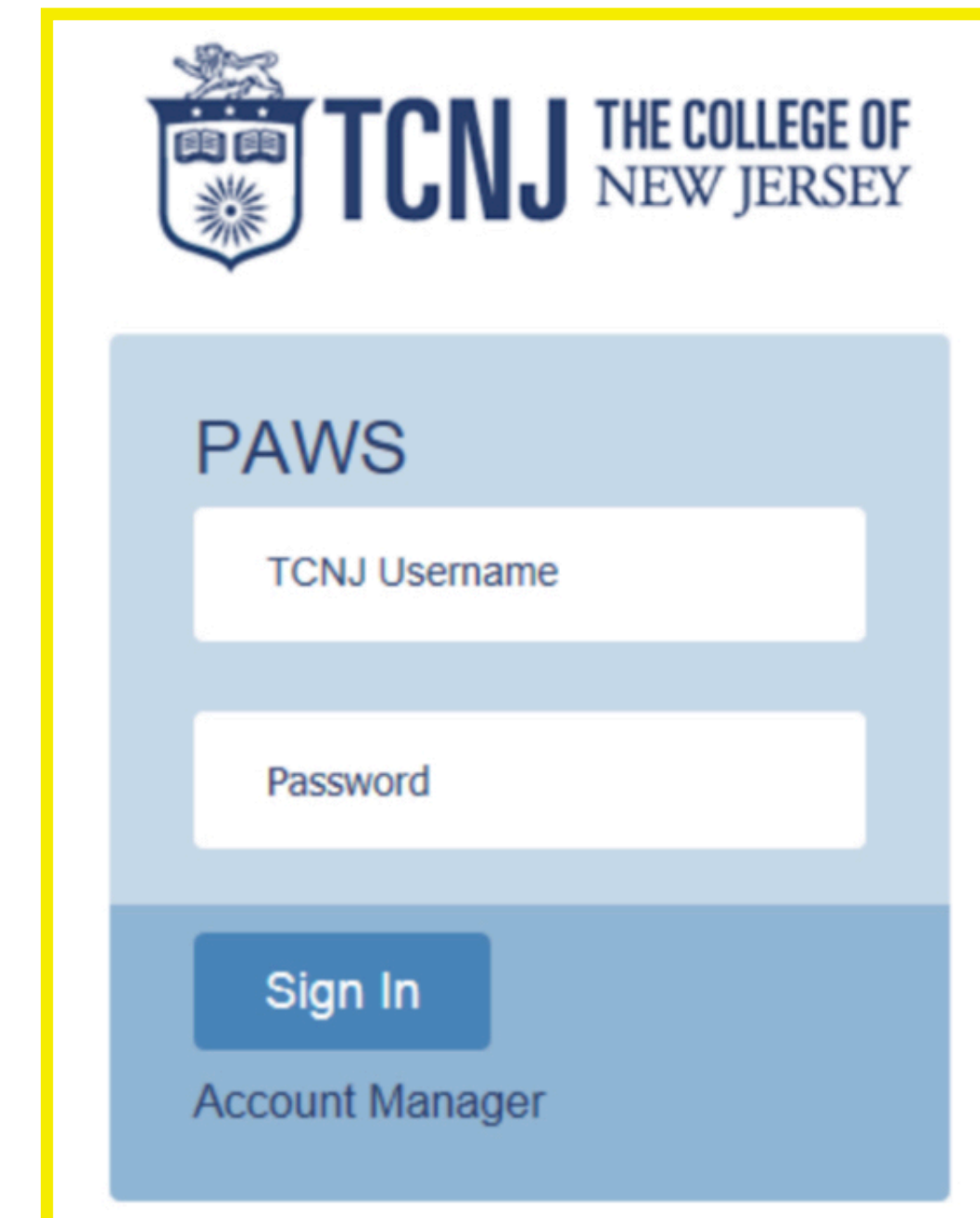
**Step 1:** Visit the TCNJ Today Homepage at <http://today.tcnj.edu/>.

**Step 2:** Click on the PAWS Icon in the top center of the menu bar.

**Step 3:** Login with your TCNJ username and password.



**Step 2**

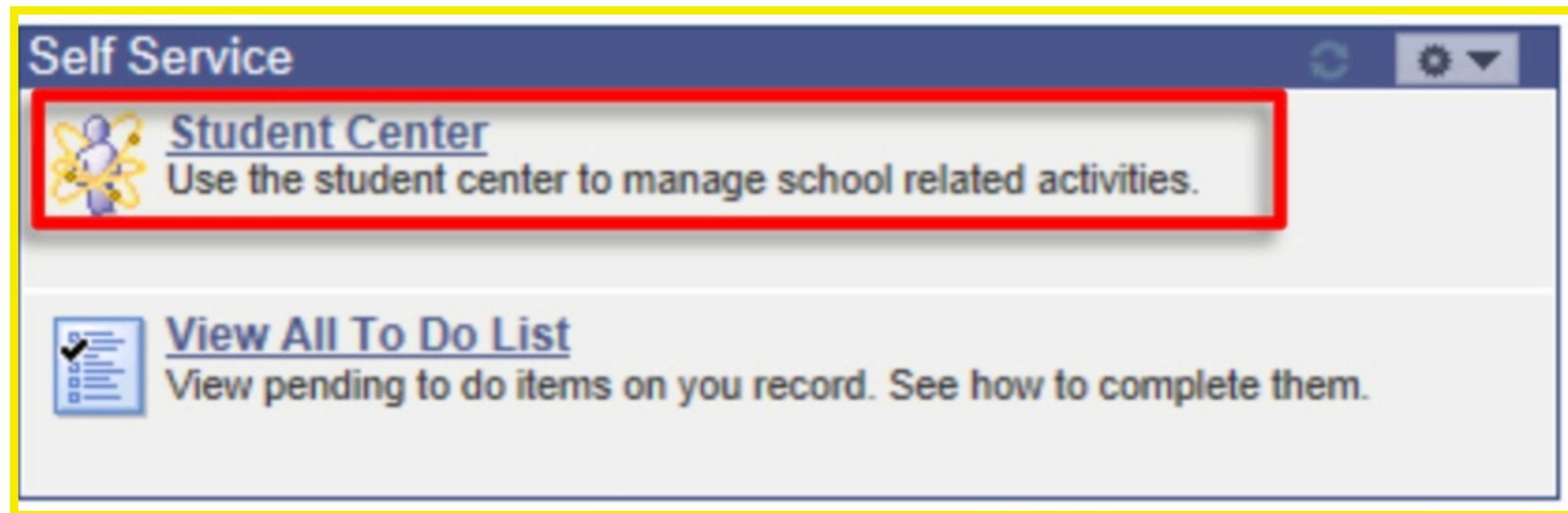


**Step 3**

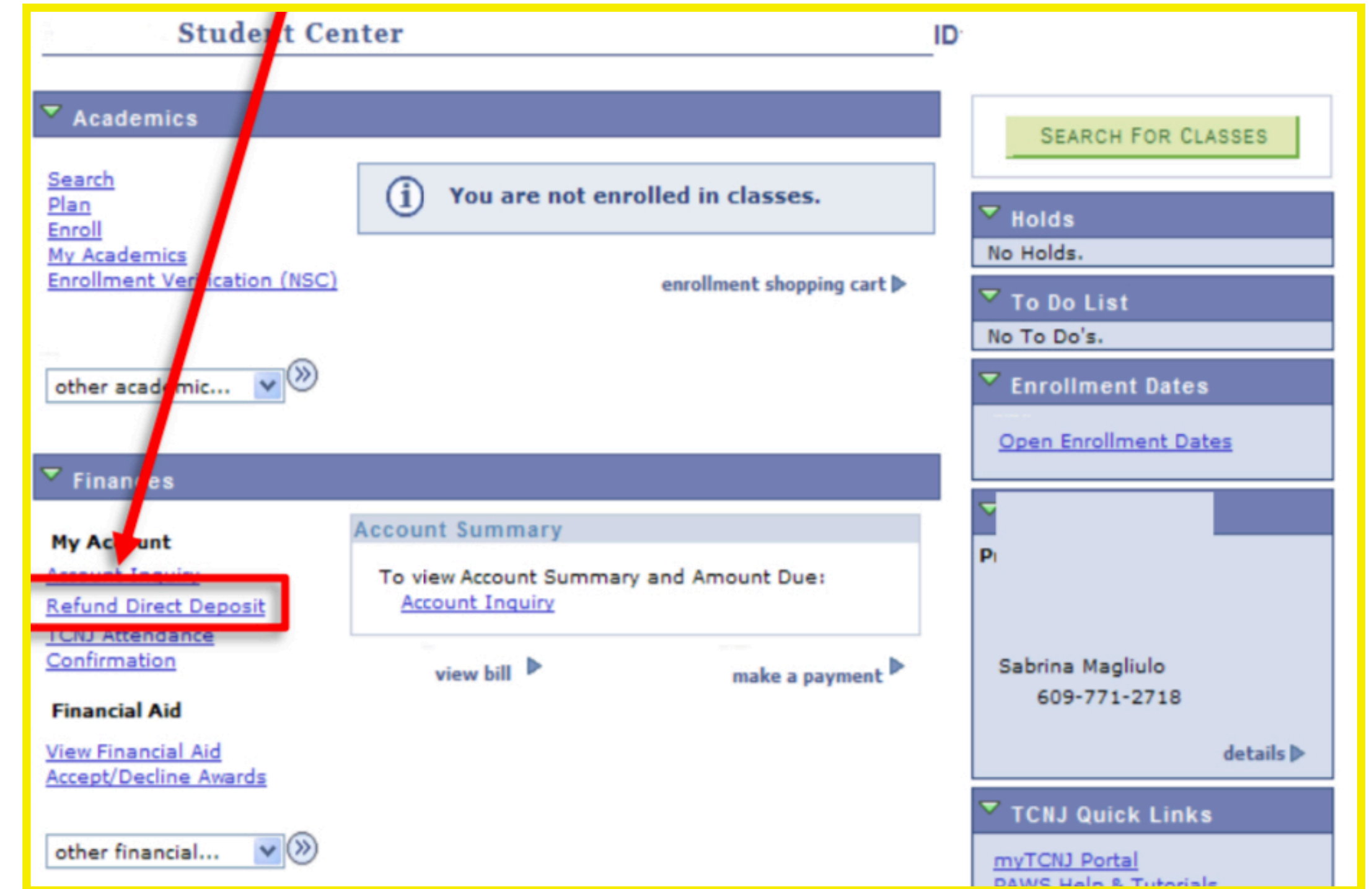
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**Step 4:** Once you are logged into PAWS go to “Student Center”.

**Step 5:** You will need to view the “Finances” section and click on “Refund Direct Deposit”.



Step 4



Step 5



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**Step 6:** Fill in your appropriate account information and click “Save”. Be sure to do this before the refund process begins to guarantee that it will be direct deposited. Refunds from Parent Plus Loans can not be direct deposited.

Instructions: DIRECT DEPOSITS WILL BEGIN SEPTEMBER 2009

1. Fill in all information, recording the transit routing number, account number and whether to deposit to a checking or savings account is being requested.

2. Click the save button to record your banking information.

Important Reminders:

1. When any ACH deposits are made to a student's account, a confirmation email will be sent to the TCNJ student email address with the detailed refund information.

2. Accuracy of the information provided by you (the student) is critical to ensure your funds are applied appropriately to the account you indicate.

3. All new or modified direct deposit requests will be effective on the first refund date following receipt of this request (in the interim a check will be produced).

4. Timely requests to terminate a direct deposit will be effective on the first refund date following notification.

5. Failure to update your information electronically in a timely manner of changed or closed accounts may substantially delay the receipt of refunds if funds are deposited into closed accounts.

Beneficiary Bank

Account Type

Routing Number

Re-enter Routing Number

Account Number

Re-enter Acct Number

☐ Accept TCNJ Terms and Conditions

View TCNJ Dir Dep Terms and Conditions

go to ...

Save

Step 6