

How To Sign Up For Direct Deposit

Office of Student Accounts

Green Hall 119

stuaccts@tcnj.edu



How To Sign Up For Direct Deposit

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

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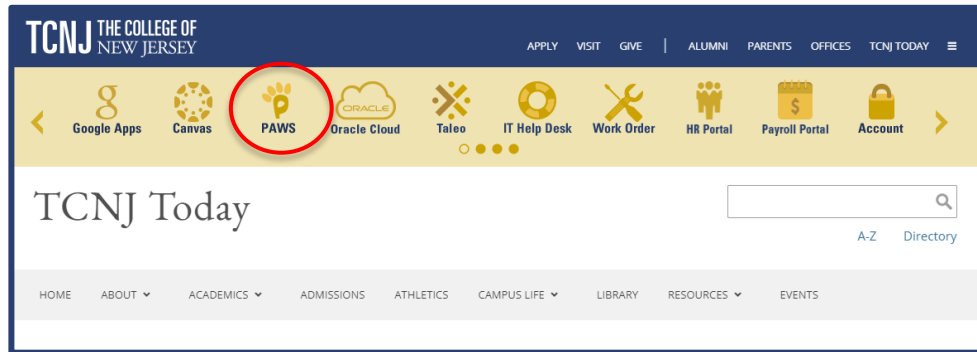
Why sign up for direct deposit?

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

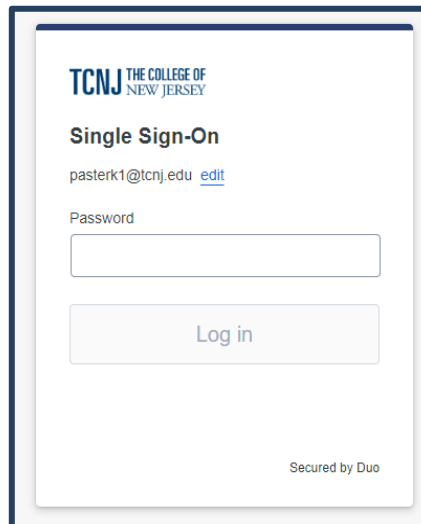
If the college owes you a refund due to overpayment from a financial aid award, a tuition payment, or reversal of a charge, this credit can be refunded to you via direct deposit to your bank account.

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Step 1: Visit the TCNJ Today homepage at <https://today.tcnj.edu/> and click on the PAWS icon located in the top menu bar

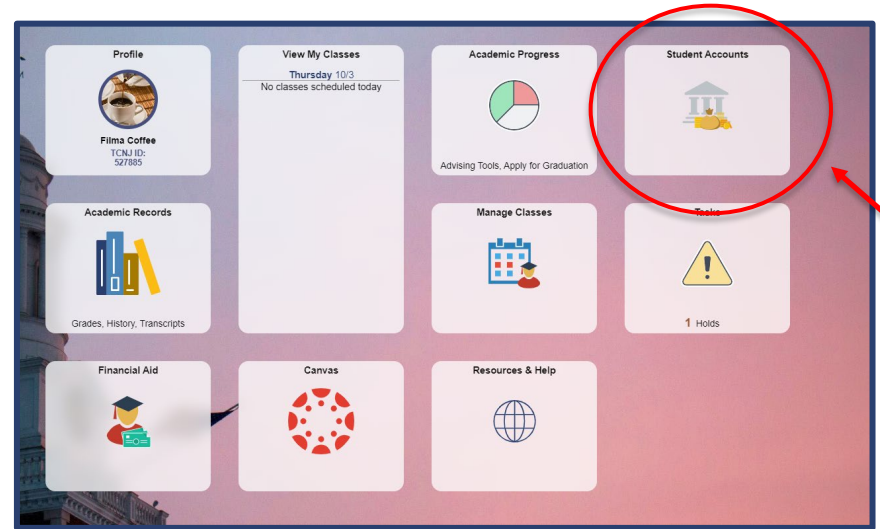


Step 2: Login to PAWS with your single sign in Username and Password

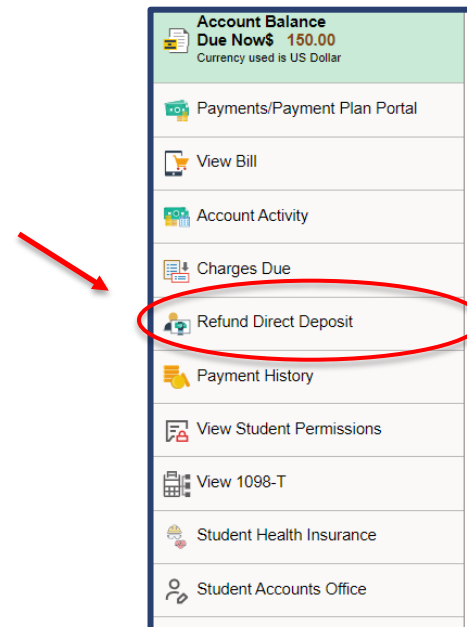
A screenshot of the Single Sign-On login form. The form is white with a dark blue border. It features the TCNJ logo at the top, followed by the text 'Single Sign-On'. Below this is the username 'pasterk1@tcnj.edu' with an 'edit' link. There is a 'Password' label and a corresponding text input field. A 'Log in' button is located below the password field. At the bottom right of the form, it says 'Secured by Duo'.

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Step 3: One logged into PAWS, click on the Student Accounts tile



Step 4: On the side menu bar, click the “Refund Direct Deposit” option



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Step 5: Following the instruction to “Click on the “Refund Direct Deposit” button

Click on the "Refund Direct Deposit" button.

TCNJ Refund Direct Deposit

Step 6: Fill in your appropriate information and click “Save”. Be sure to do this before the refund process begins to guarantee that the funds will be issued through direct deposit.

Refunds from Parent Plus Loans can not be direct deposited.

Coffeecup,Filma

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

[How to find Routing and Account numbers](#)

Re-enter Routing Number

Account Number

Re-enter Acct Number

Remove

Accept TCNJ Terms and Conditions [View TCNJ Dir Dep Terms and Conditions](#)

Save