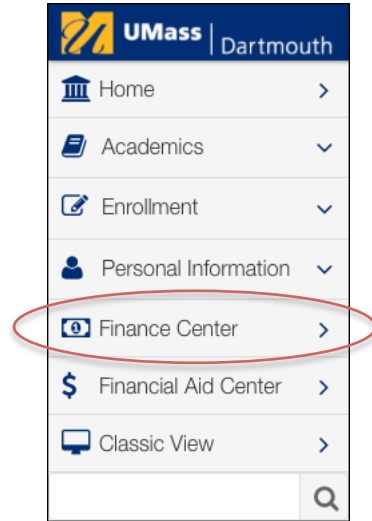




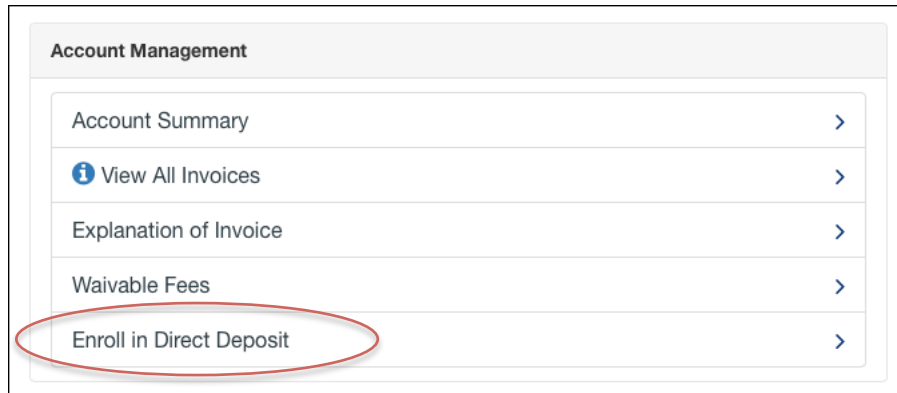
## COIN Help – Enroll in Direct Deposit

When you set up direct deposit in COIN, any monies owed to you, such as refunds for overpayment or financial aid excess amounts will be deposited directly into a bank account you have designated

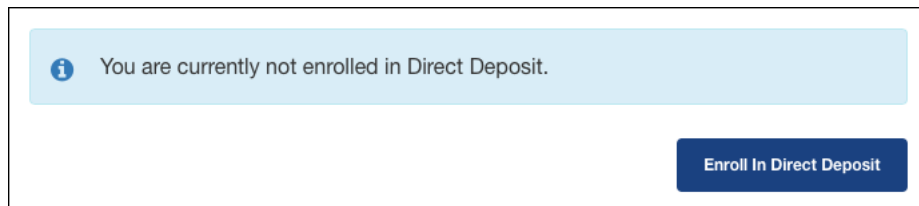
1. Log into COIN.
2. In the navigation menu on the left, select **Finance Center**.



3. In the Account Management section, select **Enroll in Direct Deposit**.



4. Click the **Enroll in Direct Deposit** button.



If you have not set up any bank accounts in COIN, the Bank Details page is displayed. Otherwise, skip to step 8.



5. Enter the account information into the fields provided.

**Bank Details**

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Bursar's Office.

**Nickname**

**Account Type**

[View Sample Check](#)

**Bank Code (Routing)**   BANK OF AMERICA  
BANK OF AMERICA

**Branch**

**Account Number**

**Confirm Account Number**

**Account Holder**

Currency used is US Dollar  
Bank Location is United States

Type a name for your account into the Nickname field.

Select the **Checking** or **Savings** from the Account Type pop-up menu.

Click the **View Sample Check** link if you need help finding the routing number and account number on your checks.

Use the magnifying glass button to search for your bank by name, or type the **Routing** number into the field provided.

**Important:** Your bank must be a USA bank. You must provide the correct bank account information so that your direct deposit is sent to you correctly. You are responsible for providing accurate account information.

Enter your account number into the **Account Number** and **Confirm Account Number** fields. Be sure to enter only numbers; letters, spaces, hyphens and other punctuation is not permitted.

Enter the name of the **Account Holder** into the field provided.

6. Click the **Next** button.



- 7. A confirmation page is displayed.  
Click the **Proceed to Enroll in Direct Deposit** button.

✓ You have successfully added the bank account My Checking Account.  
Click button below to proceed.

**Bank Details**

**Nickname** My Checking Account

**Account Type** Checking

**Bank Code** 011400178 BANK OF AMERICA

**Branch**

**Account Number** XXXXXX7890

**Account Holder** Jen Tiptune

Add Another Bank Account

Proceed to Enroll in Direct Deposit

- 8. Click the **Proceed to Enroll in Direct Deposit** button.

You have the following bank accounts set up.

If you intend to use other bank account not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Enroll in Direct Deposit.

**Bank Account Summary as of 05/10/2016**

BANK ACCOUNT NICKNAME	BANK ACCOUNT TYPE	BANK ACCOUNT NUMBER
My Checking Account-7890	Checking	XXXXXX7890

Add Another Bank Account

Proceed to Enroll in Direct Deposit



9. Select the desired account from the pop-up menu, then click the **Next** button.

Only a single distribution is allowed. Select a bank to designate as remaining balance.

**Direct Deposit Distribution**

BANK ACCOUNT NICKNAME	DISTRIBUTION TYPE	AMT./PCT.	PRIORITY
my checking account-7890	Balance		

Currency used is US Dollar

[Cancel](#) [Next](#)

10. Read the direct deposit agreement terms carefully, then click the **Submit** button to proceed.

NOTIFICATION OF A DIRECT DEPOSIT TO YOUR ACCOUNT WILL BE EMAILED TO YOUR UNIVERSITY EMAIL ACCOUNT.

The agreement is dated:  
05/10/2016

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

[Cancel](#) [Back](#) [Submit](#)

11. A confirmation message is displayed.

✔ Congratulations! You are now enrolled in direct deposit.

View the summary below.

BANK NAME	DISTRIBUTION TYPE	AMT./PCT.	PRIORITY
my checking account-7890	Balance		

Currency used is US Dollar

[Go To Direct Deposit Summary](#)

Congratulations! You have successfully enrolled in direct deposit! If you want to add another bank account to your direct deposit account choices, use the Add Another Bank Account button.