

BURSAR OFFICE: 3500 JOHN A. MERRITT BOULEVARD, NASHVILLE, TN 37209-1561 615-963-5214 - BURSAR@TNSTATE.EDU

## AUTHORIZATION: DIRECT DEPOSIT OF REFUNDS

## THREE STEPS are REQUIRED to add your banking information.



Log in fully to your myTSU BANNER to locate Refund Account Information.



Enter your **ROUTING** and **CHECKING ACCOUNT** numbers. Then, select the **Checking** dropdown option. SAVINGS will appears in the dropdown menu; do not list a savings account.



Review the information entered. Select **Update Bank Account Information** <u>on each page</u> to verify that the information is correct. The final update button makes your account information visible to the refunding processors.

Send questions to bursar@tnstate.edu

