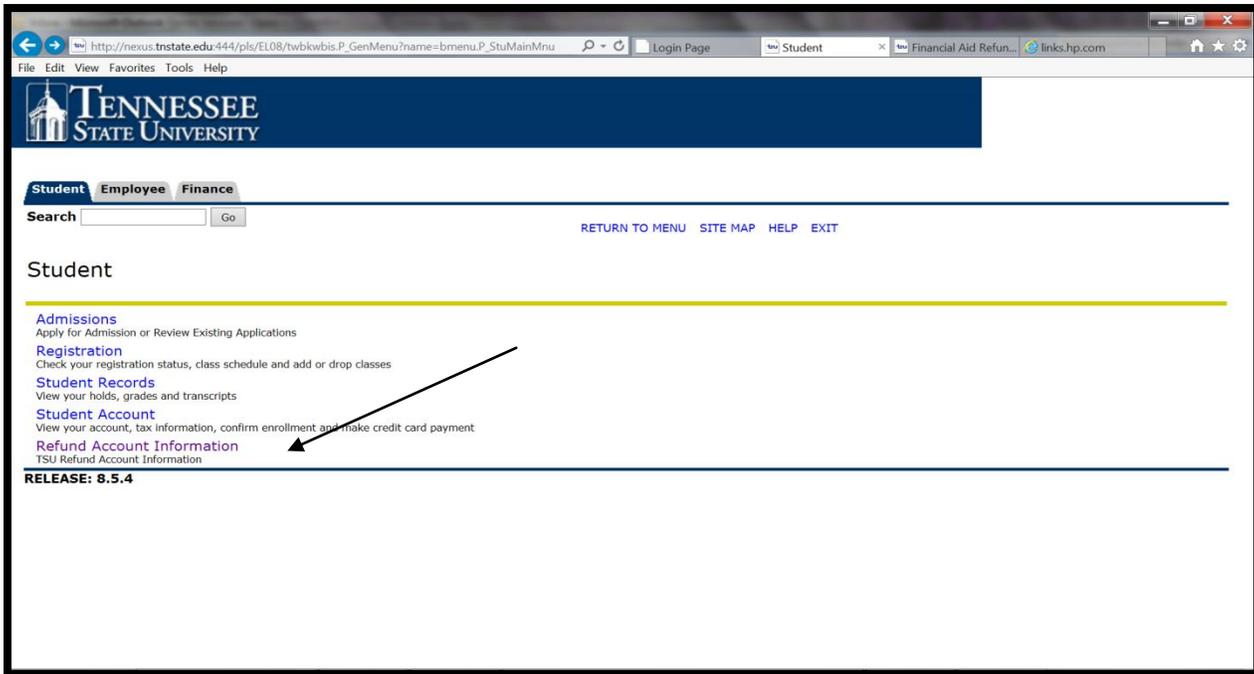


Tennessee State University – The Bursar’s Office.

Update your refund account info. to receive your financial aid refund deposited to your bank account

Authorization for Direct Deposit of Refunds.

- 1- Log in to "[myTSU](#)"
- 2- Select “Banner Services” tab.
- 3- Select “Student” tab.
- 4- Select the “Student Account” link.
- 5- Select “Refund Account Information” link.



6- Enter your new banking information:

The Routing Number is 9 digits located in the bottom left hand corner of your check.

The Checking Account Number will be located in the bottom center of your check.

Example:



Please flip the page

TSU Refund Account Information

The following Bank Account Information will be used for your Financial Aid Refund. Please review the information to ensure that the correct account is on file.

If updates are necessary, please enter your Routing Number and Account Number from your **ACTIVE** Bank Account. If the information is not entered correctly, this could cause a delay in receiving your Financial Aid Refund.

Refund Bank Account Information as of Jul 30, 2013

Bank Name	Routing Number	Account Number	Account Type
Regions	064000017	3123	Checking

***Account Number Information is represented by the last 4 numbers.**

Enter New Refund Account Number Information

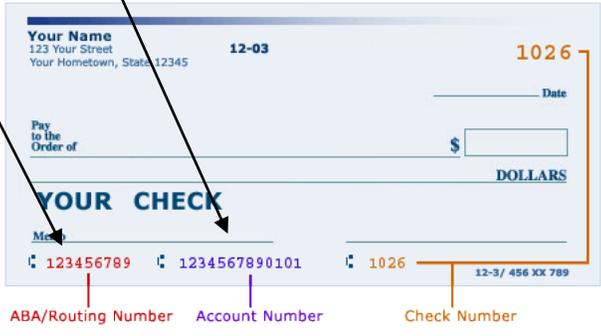
Routing Number	Account Number	Account Type
123456789	*****	Checking

Re-enter for Confirmation:

Update Bank Account Information Return to the Student Menu

RELEASE: TSU 1.0

Please type the complete bank account numbers



Once the information has been entered, Click "Update Bank Account Information".

Verify your banking information and click **AGAIN** on "Update Bank Account information".

You will receive a confirmation message stating that your banking information successfully updated.

Verify Direct Deposit Information

By Clicking **Update Bank Account Information**, you will be updating your refund bank account information.

Your TSU Financial Aid Refund will be deposited into this account.

If it is not your intention to change your refund bank account information at this time, click **Return to the Student Menu** and your changes will not be saved.

New Refund Bank Account Information

Bank Name	Routing Number	Account Number	Account Type
Regions	064000017	1234567890101	Checking

Update Bank Account Information Return to the Student Menu

RELEASE: TSU 1.0

Check your direct deposit information before the beginning of each term to ensure it reflects your updated bank information. You can update this information at any time if your banking information changed for any reason.

It's your responsibility to keep this information accurate at all time to prevent delay in your refund.