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 <u>"myTSU"</u>
- 2- Select "Banner Services" tab.
- 3- Select "Student" tab.
- 4- Select the "Student Account" link.
- 5- Select "Refund Account Information" link.

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Student Employee Finance				
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Student				
Admissions Apply for Admission or Review Existing Applications				
Registration Check your registration status, class schedule and add or drop classes				
Student Records View your holds, grades and transcripts				
Student Account View your account, tax information, confirm enrollment and make credit card payment				
Refund Account Information				
RELEASE: 8.5.4				

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:

123 Your Street 12-03 Your Hometown, State 12345	1026
Pay to the Order of	\$
	DOLLARS
YOUR CHECK	
123456789 1234567890101	1026 12-3/ 456 XX 789

Please flip the page

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TSU Refund Account Information	
	_ 1
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 Ald Kerdina.	
Refund Bank Account Information as of Jul 30, 2013	
Bank Name Routing Number Account Number Account Type	
Regions 064000017 3123 Checking Please type the	
*Account Number Information is represented by the last 4 numbers.	
Enter New Refund Account Number Information	
account numbers	
Routing Number Account Number Account Type	
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Your Hometown, State 12345	
Date	
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DOLLARS	
YOUR CHECK	
123456789 1234567890101 1026 12-3/456 XX 789	
ABA/Routing Number Account Number Check Number	

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.

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y Clicking Update Bank Accou	nt Information, you will I	be updating your refund bank account informa	ition.
our TSU Financial Aid Refund wil	I be deposited into this ac	count.	
it is not your intention to change	le your refund bank accour	nt information at this time, click Return to th	e Student Menu and your changes will
or be saved.			
ew Refund Bank Account Inform	unt Number Account Type		
and Name Routing Rumber Acco	567890101 Checking		
	Sofosolol checking		
Jpdate Bank Account Information	Return to the Student Menu	8	
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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.