

Signing up for Direct Deposit

Quick Reference Guide

Direct Deposit Your UNI Reimbursements

Direct Deposit is a free service that automatically deposits checks from the University of Northern Iowa into any checking or savings account you choose.

How you benefit:

- It's convenient. Your money is deposited automatically into your checking or savings account, even when you are too busy to get to the bank.
- It's fast. You have same day access to your money on the day of deposit to your bank.
- It's safe. Never worry about checks getting lost, delayed, or stolen.

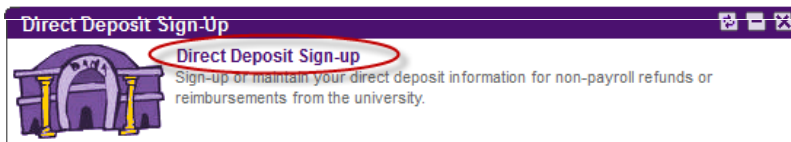
How to Set Up Direct Deposit (Non-payroll):

To use an account currently on file for additional direct deposits, choose the radio button next to the account to be used and click the **Use Account Information for Direct Deposits** button to transfer the Payroll Bank Information into the Direct Deposit Information.

Otherwise, complete the following:

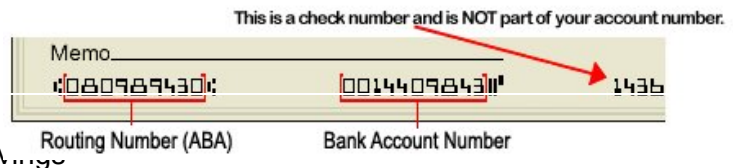
1. Access MyUNiverse via UNI home page: www.uni.edu

On the **My Page** tab, select **Direct Deposit Sign-up**



2. Enter the direct deposit information

- ABA Routing Number
- Bank Account Number
- Bank Account Number (re-type)
- Select Account Type: Checking or Sav...



3. Click the **Continue** button

4. A confirmation displays with the information you entered. Click the **Save Direct Deposit Information** button.

Direct Deposit

Confirm your direct deposit information

John Doe

Direct Deposit Information	
Bank Name :	US BANK NA
ABA Routing Number	012345678
Bank Account Number	1234567

If you have questions, please contact the payables@uni.edu or at 319-273-2162.