

Signing up for Direct Deposit

Quick Reference Guide

Direct Deposit Your UNI Refund Checks

Direct Deposit is a free service that automatically deposits checks from the University of Northern Iowa into any checking or savings account you choose. Checks from your financial aid refund (students) or travel reimbursement (faculty/staff) are among the types of payments that qualify for Direct Deposit. **Note:** Parent PLUS loans may impact your direct deposit.

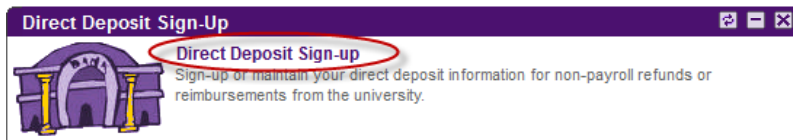
How you benefit:

- 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.

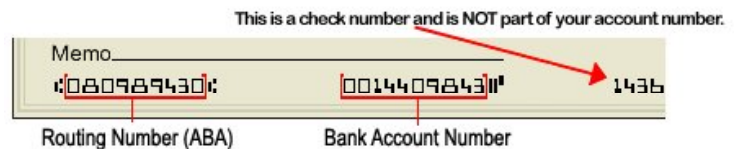
How to Set Up Direct Deposit (Non-payroll):

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 Savings



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

Change Direct Deposit Information

Save Direct Deposit Information

Exit without saving