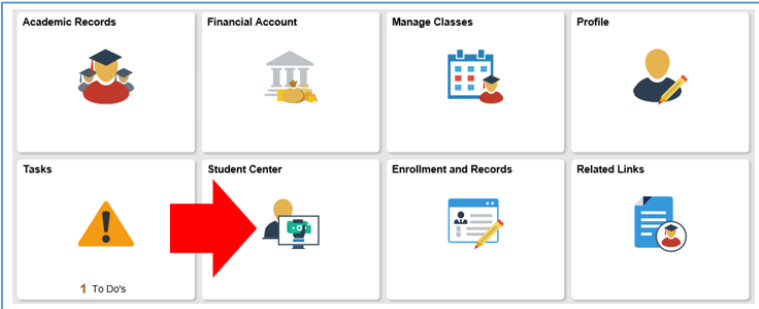


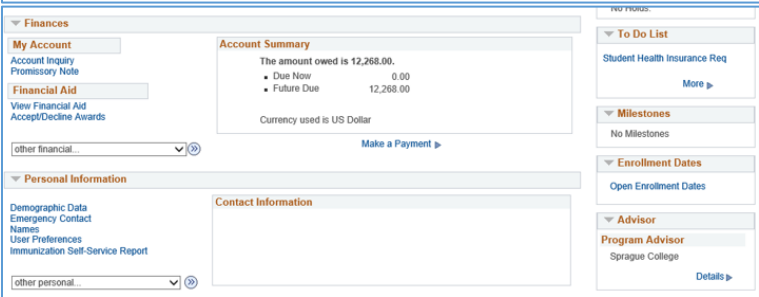
Student Self-Service: Direct Deposit

Access UT Southwestern Student Self-Service at <http://my.swmed.edu>. Bookmark this URL for your convenience

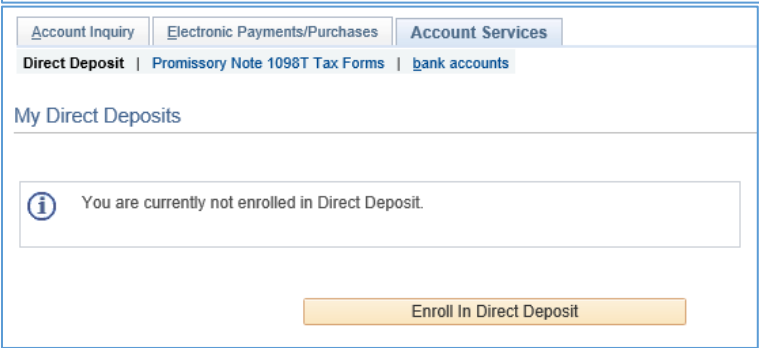
Select the “Student Center” tile in the Portal Home Page



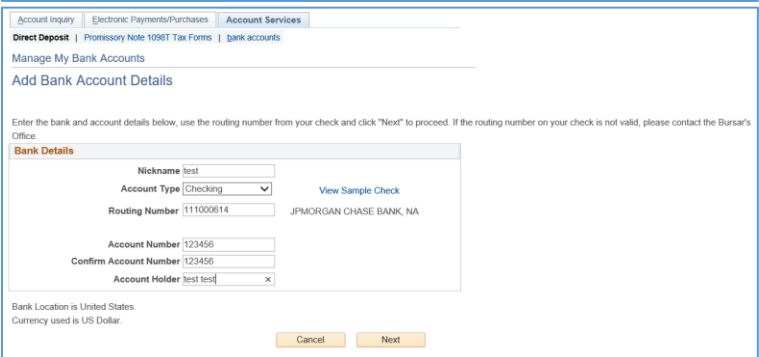
In the Finance section, click “Account Inquiry”



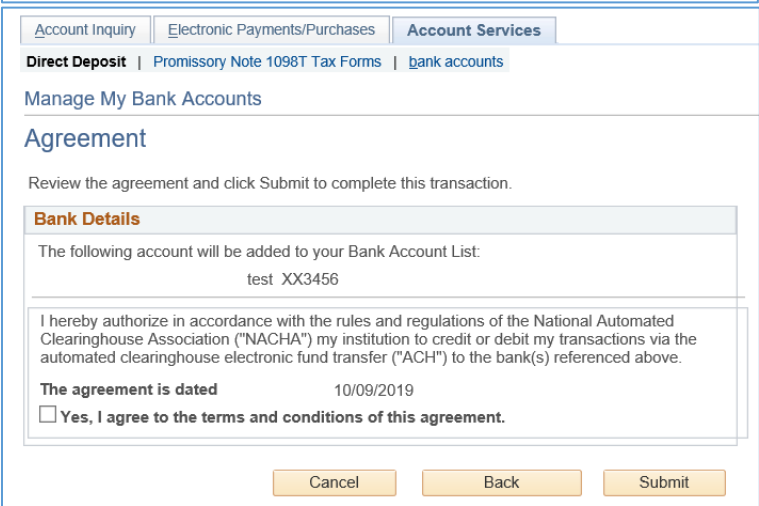
Click on “Account Services” tab and select “Enroll in Direct Deposit.”



Add your banking information and click “Next”



Read and complete agreement then click “Submit”



Student Self-Service: Direct Deposit

You will see the green check mark meaning you have successfully added your bank account

Select “Proceed to Enroll in Direct Deposit”

Select “Proceed to Enroll in Direct Deposit” again

Select the account you would like to use for direct deposit in the drop down menu and click “Next”

Read and complete agreement then click “Submit”

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

Manage My Bank Accounts

Result

You have successfully added the bank account test.

Bank Details

Nickname test

Account Type Checking

Bank Code 111000614JPMORGAN CHASE BANK, NA

Account Number XX3456

Account Holder test test

Add Another Bank Account

Proceed to Enroll in Direct Deposit

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank account not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Enroll in Direct Deposit.

Bank Account Summary as of 10/09/2019

Bank Account Nickname	Bank Account Type	Bank Account Number
test-3456	Checking	XX3456

Add Another Bank Account

Proceed to Enroll in Direct Deposit

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

Enroll in Direct Deposit

Add Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

Direct Deposit Distribution

Bank Account Nickname	Distribution Type	Amount / Percent	Priority
test-3456	Balance		

Currency used is US Dollar

Cancel

Next

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

Enroll in Direct Deposit

Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

Bank Name	Distribution Type	Amount / Percent	Priority
test-3456	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit of your refund checks. Signing up for direct deposit will allow excess proceeds from financial aid and over payments applied to your student account to be deposited directly into your checking or savings account. You will receive your funds faster with direct deposit instead of a check mailed to you.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank(s) referenced above. You may change your account information as necessary. Funds will be available depending on timing of this submission.

Should you wish to cancel your direct deposit enrollment, please come to the Bursar's Office.

The agreement is dated10/09/2019

☐ Yes, I agree to the terms and conditions of this agreement.

Cancel

Back

Submit

Student Self-Service: Direct Deposit

You should get this notification of successful enrollment in direct deposit

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

Enroll in Direct Deposit

Result

Congratulations! You are now enrolled in direct deposit.

View the summary below.

Bank Name	Distribution Type	Amount / Percent	Priority
test-3456	Balance		

Currency used is US Dollar

Go To Direct Deposit Summary

“Modify Direct Deposit” if you have already enrolled, you can change your bank account ***you would first have to add the new bank account*

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

My Direct Deposits

Direct Deposit Summary

Listed below are details of your direct deposit distribution. To modify, click Modify Direct Deposit.

Direct Deposit Summary as of 10/09/2019

Bank Name	Distribution Type	Amount / Percent	Priority
test-3456	Balance		

Currency used is US Dollar

Modify Direct Deposit

First, select “Add Another Bank Account”

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank accounts not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Modify Direct Deposit.

Bank Account Summary as of 10/09/2019

Bank Account Nickname	Bank Account Type	Bank Account Number
test-3456	Checking	XX3456

Add Another Bank AccountProceed to Modify Direct Deposit

Enter your new bank account information and click “Next”

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

Manage My Bank Accounts

Add Bank Account Details

Enter the bank and account details below, use the routing number from your check and click “Next” to proceed. If the routing number on your check is not valid, please contact the Bursar’s Office.

Bank Details

Nickname

test 2

Account Type

Checking

Routing Number

111000614

Account Number

987654

Confirm Account Number

987654

Account Holder

test 2

View Sample Check

JPMORGAN CHASE BANK, NA

Bank Location is United States.
Currency used is US Dollar.

CancelNext

Student Self-Service: Direct Deposit

You will see the green check mark meaning you have successfully added your bank account

Select “Proceed to Modify Direct Deposit”

Select “Proceed to Modify Direct Deposit” again

Select the account you would like to use for direct deposit in the drop down menu and click “Next”

Read and complete agreement then click “Submit”

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

Manage My Bank Accounts

Result

You have successfully added the bank account test 2.

Bank Details

Nickname test 2

Account Type Checking

Bank Code 111000614JPMORGAN CHASE BANK, NA

Account Number XX7654

Account Holder Test 2

Add Another Bank Account

Proceed to Modify Direct Deposit

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank accounts not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Modify Direct Deposit.

Bank Account Summary as of 10/09/2019

Bank Account Nickname	Bank Account Type	Bank Account Number
test-3456	Checking	XX3456
test 2-7654	Checking	XX7654

Add Another Bank Account

Proceed to Modify Direct Deposit

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

Enroll in Direct Deposit

Modify Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

Direct Deposit Distribution

Bank Account Nickname	Distribution Type	Amount / Percent	Priority
test 2-7654	Balance		

Currency used is US Dollar

Cancel

Next

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

Enroll in Direct Deposit

Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

Bank Name	Distribution Type	Amount / Percent	Priority
test 2-7654	Balance		

Currency used is US Dollar

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank(s) referenced above.

You may change your account information as necessary. Funds will be available depending on timing of this submission.

Should you wish to cancel your direct deposit enrollment, please come to the Bursar's Office.

The agreement is dated10/09/2019

☐ Yes, I agree to the terms and conditions of this agreement.

Cancel

Back

Submit

Student Self-Service: Direct Deposit

You should get this notification of successful updated your direct deposit

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

Enroll in Direct Deposit

Result

Congratulations! You have successfully updated your direct deposit details.
View summary below.

Bank Name	Distribution Type	Amount / Percent	Priority
test 2-7654	Balance		

Currency used is US Dollar

Go To Direct Deposit Summary

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

My Bank Accounts

Bank Account Summary

Listed below are the bank accounts associated to you. You can add, update or view your bank details. To add new bank account details click Add Account. To update, click Edit. To remove, click Delete.

Bank Account Summary as of 10/09/2019

Bank Account Nickname	Bank Account Type	Account Number		
test	Checking	XX3456		

Add Account

Account InquiryElectronic Payments/PurchasesAccount Services

Direct Deposit | Promissory Note 1098T Tax Forms | bank accounts

Manage My Bank Accounts

Edit Bank Account Details

Personalize your bank account with a nickname.

Bank Details

Nickname

test

Account Type

Checking

Routing Number

111000614

JPMORGAN CHASE BANK, NA

Account Number

XX3456

Account Holder

test test

Bank Location is United States.
Currency used is US Dollar.

CancelNext