

## Direct Deposit Instructions for Student Reimbursements

In 2020, TCU transitioned to a mandatory direct deposit campus. This includes reimbursements. Below are instructions for setting up direct deposit for your reimbursement.

Students with on-campus jobs, who are currently receiving paychecks through direct deposit, still need to sign up using these instructions in order to receive their reimbursements. For students with jobs on-campus, please use the instructions on the left column of the chart below. Students without on-campus jobs should follow the right side of the chart.

<b><u>Student WITH On-Campus Jobs</u></b>	<b><u>Students WITHOUT On-Campus Jobs</u></b>
<ol style="list-style-type: none"><li>1. Log in to my.tcu.edu</li><li>2. Click the <b>Payroll Tile</b></li><li>3. Click Direct Deposit (on the left)</li><li>4. Select your bank account line</li><li>5. Slide the box that says “<b>Accounts Payable Processing</b>” to “Yes”</li><li>6. Then Save (top right corner)</li></ol>	<ol style="list-style-type: none"><li>1. Log in to my.tcu.edu</li><li>2. Click the <b>Student Account Tile</b></li><li>3. Click Enroll in Direct Deposit (on the left)</li><li>4. Re-Enter bank account information</li><li>5. Slide bar should be marked as “Yes”</li><li>6. Click Submit</li></ol>

- Bank Code=Routing Number
- Be careful to use your bank account number, not debit card number
- You should only see numbers (no letters or special characters) after you save