

PURPOSE

The purpose of this job aid is to assist students in adding their banking information into Workday to enable any refunds they are to receive to be direct deposited into the account provided.

You will need the following information from your banking institution or a check from the account you will be adding, in order to complete this process:

- Routing Transit Number
- Account Number
- Bank Name
- IF an overseas account you will also need the Bank Identification Code (International Bank Code)

Add Payment Elections (for Refunds)

1. Open your **Finances** Application.
2. On the *My Account* card, click **Set Up Payment Elections**.
3. Click the **Add** button.
4. Complete the following fields in the *Account Information* area:
 - a. **Routing Transit Number *** - Type the nine-digit routing Number for your banking institution.
 - b. **Bank Name *** - Type the name of your bank.
 - c. **Account Type *** - select the radial button for if this account is *Checking* or *Savings*.
 - d. **Account Number *** - Type your account number. Be sure to include all zeros.
5. Optionally, you can enter a *Bank Identification Code* (International Bank Code) if you have an overseas account.

6. Click **OK** to save.

Payment Election Option

Account Holder [Redacted]
Default Country United States of America
Default Currency USD

Preferred Payment Method
Student Refund *

Account Setup
Sample Check

Jonathan Doe
4321 Main St.
Anywhere, CA 94000

DATE _____ \$ _____ Dollars

YOUR BANK NAME
9876 1st St.
Anywhere, CA 94000

DO NOT INCLUDE Check #

! 23456789 ! 000! 234567890 ! 00123

9 Digit Routing # Between the ! symbols
Account # Include all zeros

Account Information
Account Nickname (optional)

Routing Transit Number *

Bank Name *

Bank Identification Code

Account Type * Checking Savings

Account Number *

OK Cancel

7. A summary page displays. From here you can **Edit** or **Remove** current accounts as well as **Add** a new account.