



Refunds, Reimbursements & Payments Direct Deposit

Quick Reference Guide

To access your Banking information, navigate to

<https://sservice.coastal.edu/Student/HumanResources/BankingInformation>

All your currently enrolled accounts will display.

If you need to enroll in a new account, Click

+Add an Account.

Banking Information

Employment

Active Accounts + Add an Account

Payroll Deposits	Verification	Amount	Deposit Priority	View All
Demo Account	✓ Verified	Balance	Last	>

Refunds, Reimbursements & Payments	Verification			View All
Demo Account	✓ Verified			>

To Change the Account for Refunds, Reimbursements & Payments, click the +Add an Account button.

If an account is on file, that account number will need to be entered to proceed.

Add a Bank Account

Refund, Reimbursement & Payment Deposit Activate

Effective Date

Enter Account Information:

+ Add an Account

- Account Nickname
- Routing Number (must be 9-digits)
- Bank Account Number
- Re-enter Bank Account Number
- Select account type from the drop down
- Read and check box to agree to the terms and conditions
- Click **Submit**. You will receive an email notification after adding or editing account information.

Use the toggle button to Activate a new account for AP (Refund, Reimbursement & Payment Deposit).

The effective date will default to the current date but can be future dated if needed.

Adding a new account will automatically end the prior account for Refunds, Reimbursements & Payments only.

Enter Account Information:

Edit Bank Account Details

New Account

Account Nickname

New Account

Country of Bank

United States

Routing Number *

View sample check image

Bank Account Number *

View sample check image

Re-enter Bank Account Number *

View sample check image

Account Type

Checking

Checking

Savings

I agree to the terms and conditions

Back Submit

Fill in the fields:

Account Nickname

9-digit routing number

Account number

Re-enter Account number

Select account type from the drop down

Read and check box to agree to the terms and conditions.

Click Submit. You will receive an email notification after adding or editing direct deposit accounts.

Additional Information

Verification: When a new account is added, it will be flagged as "Not Verified". No further action is needed from the employee. This indicates Accounts Payable will need to send a zero deposit to that account overnight to confirm the account validity. Once the zero deposit is sent, the account will be checked as Verified.

Refunds, Reimbursements & Payments	Verification
New Account	⚠ Not Verified
Refunds, Reimbursements & Payments	Verification
New Account	✓ Verified