How to setup up direct deposit to your bank account using SIS (go.sfu.ca)

Direct deposit allows scholarship payments and refunds from SFU to be made to a student’s bank account (in Canada), as opposed to issuing a cheque.

Step 1: Log in to your student information system (SIS) account at go.sfu.ca

Look under the section “Finances” to check if a Direct Deposit account has been already created. If not, then the message “You do not have a Direct Deposit account set up” will appear.

Select the “Enroll in Direct Deposit” option from the drop down menu to start the process of enrolling in direct deposit, by creating an account via your student account (SIS).
Then, click on ">>" button found next to the drop down menu to proceed.

On this page, the message "You are currently not enrolled in Direct Deposit" will appear under "direct deposit" tabs that’s found under the “Account Services” tab.

Click the "bank accounts" tab next.
Step 2: Setup Bank Account Profile

Click the green button, "Add Account", to go to the next page to fill in your bank account information.
Step 3: Enter Bank Account Information

Enter your bank details in the space provided. You must fill in the following information:

a) Bank ID maximum 3 digits
b) Branch ID: maximum 5 digits
c) Account Number: maximum 12 digits.

Note: Space or special character will not be accepted. Copy and Paste is disabled.

For more information about completing the bank details, click on the link "View Sample Check” that’s beside the red arrow.
Your bank account number must be entered accurately.

When you enter the number again, to confirm your account number, it must also be entered accurately.

**Important:** If the account numbers do not match, your information will not be saved and you'll be prompted to re-enter it.

Do you see the mistake?
Step 4: Bank Account Verification

If you’re prompted to enter your banking information again, a different page will appear to help you carefully and accurately set up your bank account information through self-service. It’s your responsibility to enter the correct banking information.
If the bank information is entering incorrectly again on this page, the system will display an error message, “Bank Account Validation Not Successful.” Enter the correct information to proceed.
If the information fails to match what you entered previously, you can always restart the process.
Step 5: Accepting the Agreement

Please read the disclaimer and if you agree to it click the checkbox, and then click "Submit" to continue.
You have successfully setup your Direct Deposit account in your SIS student account [go.sfu.ca]. The system will be able to make a deposit to your personal bank account (in Canada).
FAQ

1. How many Direct Deposits can I set up?

You may only have one Direct Deposit account setup, and it will be displayed on your Student Account homepage (go.sfu.ca) under the “Account Services > Direct Deposit” tab.

2. How can I know which bank name and account my SFU Direct Deposit account is linked to?

You can check the bank name under “Account Services > Direct Deposit” tab. The bank name consists of a combination of the bank nickname, which you’ve created, and the last 4 digits of the bank account.

3. Do I have to modify Direct Deposit whenever I add a new bank account?

No. Every time a new bank account is added in your student account, Direct Deposit will automatically link to the new account as opposed to staying linked to the one you had previously entered.
4. Can I delete unused bank accounts?

Yes. Make sure you add the new bank account first before deleting the old one in your Direct Deposit account.

5. Would I be able to switch Direct Deposit between existing bank accounts?

No. Direct Deposit only links to the latest bank account. You will always have to add a new bank account under SIS (go.sfu.ca) to make any change to your Direct Deposit.

6. Can I cancel my Direct Deposit after setting it up?

Once you have enrolled in Direct Deposit, you will not be able to switch back to refund by cheque. However, we do allow exceptions under justified circumstances. Please contact a student account advisor for further assistance.