SETTING UP DIRECT DEPOSIT FOR THE FIRST TIME?

Personal banking information is required to set up a direct-deposit account for tuition-related refunds, awards and scholarships from Simon Fraser University to your Canadian bank account.

Only use information printed on a personal cheque or from a direct-deposit form completed by your bank.

Do not enter bank account information from any of the following sources:

- Bank statements (incorrect source)
- Internet banking portal (incorrect source)
- Credit card cheques (incorrect source)

Direct deposit will not work with information obtained from these particular sources.

Direct deposit for payroll is a different process entirely.

INSTRUCTIONS

1. Log into the Student Information System through go.sfu.ca and scroll down to the Finances section.
2. Select Enroll in Direct Deposit option from the drop-down menu.
3. Click on >> to proceed.
4. Select “bank accounts” (tab).
5. Click on Add Account (green button).
6. Click on “View Sample Check” for instructions on completing the banking information.
7. Enter a nickname for this new account, then enter your bank account account details. When ready, click NEXT.
8. Bank Account Verification: You will be prompted to re-enter your banking information, then click NEXT.
9. Accepting the Agreement: Read the agreement and check “Yes” to agree to the Disclaimer, then click SUBMIT.
10. You will then see the message: You have successfully added the bank account “[Nickname]. This is now your Direct Deposit Account.”

Automatic emails will be sent to your SFU email address to confirm any changes you have made.

You have completed enrolling in Direct Deposit.

BANK ACCOUNT CHANGES

If you change your bank account please ensure you also update your direct deposit information.

1. Log into the Student Information System through go.sfu.ca and scroll down to Finances section.
2. Select Enroll in Direct Deposit on the drop-down menu.
3. Click on >> to proceed.
4. Select “bank accounts”.
5. Click on “Add Account” (green button) to enter new account information.
6. Click on “View Sample Check” for instructions on completing the banking information.
7. Enter your bank account details, then click NEXT.
8. Bank Account Verification: You will be prompted to re-enter your banking information, then click NEXT.
9. Accepting the Agreement: Read the agreement and check “Yes” to agree to the Disclaimer, then click SUBMIT.
10. You will then see the message: You have successfully added the bank account “[Nickname]. This is now your Direct Deposit Account.”

You have completed enrolling in Direct Deposit, and may check by navigating to the tab “direct deposit “ or “bank account.” Any unused bank accounts may be deleted under this section.

Automatic emails will be sent to you that confirm the changes you have made.

Updated November 2019
CHANGE “NICKNAME”

1. Log into the Student Information System through go.sfu.ca and scroll down to Finances section.
2. Select Enroll in Direct Deposit on the drop-down menu.
3. Click on >> to proceed.
4. Select "bank accounts” tab found underneath the “Account Services” tab.
5. Modify your nickname, then click NEXT. You have completed modifying “Nickname.”

FREQUENTLY ASKED QUESTIONS:

1. **How many direct deposit accounts can I set up?**
   You will only have one direct deposit set up and that will be displayed on the Account Services > Direct Deposit page.

2. **How do I know which bank account the current direct deposit is linked to?**
   You can check Bank Name under Account Services > Direct Deposit. Bank Name is the combination of the bank nickname, which you 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, direct deposit is automatically updated to link to the new account.

4. **Can I delete an unused bank account?**
   Yes. Make sure you add a new bank account first for direct deposit before deleting the old one.

5. **Would I be able to switch direct deposit between existing bank accounts?**
   No. Direct deposit will only be linked to the latest bank account added. You will always have to add a new bank account, as described above, for any change of direct deposit.

6. **What happens to my direct deposit if I had only added the bank account but did not link to direct deposit? (In other words, I missed Step 2 of setting up direct deposit under the old method (prior to January 29, 2015).)**
   You will always have to add a new bank account for any change of direct deposit.

7. **Can I cancel my direct deposit after setting it up?**
   No. Once you have enrolled in direct deposit, you will not be able to switch back to cheque payment (refund). However, an exception under extenuating circumstances may be approved. Please contact a student accounts advisor for further assistance.

Updated November 2019