INSTRUCTIONS

You will need your account details in order to set up direct deposit. These details can be found on a cheque OR requested from your bank on a direct deposit/preauthorized debit form.

Please do not guess: use your bank statement or online banking profile.

Enter the bank id, branch id (transit number) and your account number exactly as you see them (disregard the descriptions). There is a link to view a sample cheque if you are unsure.

ENROLLING FOR THE FIRST TIME

1. Log into the Student Information System through go.sfu.ca and go to Finances
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)
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.

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

You have completed enrolling in Direct Deposit. To confirm, go to “direct deposit” or “bank account.”

BANK ACCOUNT CHANGES

1. Log into the Student Information System through go.sfu.ca and go to Finances
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 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 you confirming the changes you have made.

You have completed enrolling in Direct Deposit. To confirm, go to “direct deposit” or “bank account.”

Any unused bank accounts may be deleted at this time at “bank account.”

CHANGE “NICKNAME”

1. Log into the Student Information System through go.sfu.ca and go to Finances
2. Select Enroll in Direct Deposit on the drop-down menu
3. Click on >> to proceed
4. Select Tab “Account Services”
5. Select “bank accounts” >>>>
6. Click “Edit” (pen icon) to modify Nickname, then click NEXT
You have completed modifying “Nickname.” To confirm, Select “manage my bank accounts.”

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.

   However, an exception under extenuating circumstances may be approved. Please contact a student accounts advisor for further assistance.