



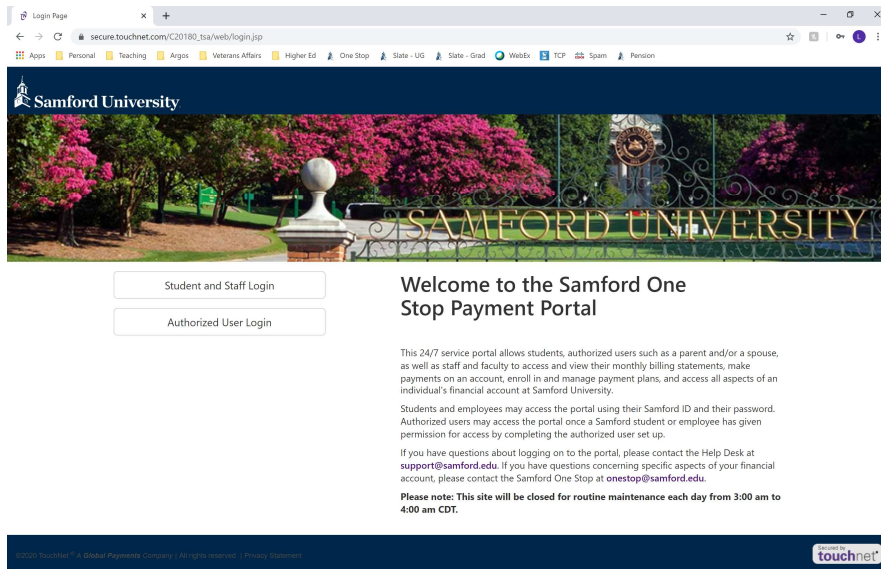
One Stop

Samford students... If you are due a refund, we want you to be able to access those funds as quickly as possible once they are made available. The best way to ensure this is the case is to sign up for or confirm you have already signed up for direct deposit.

By signing up for direct deposit, any refund owed to you from Samford will be sent to the financial account of your choosing. We recommend all students establish direct deposit as your preferred method of receiving funds from Samford. It is the most secure and quickest method to receive funds. Below are the steps for signing up.

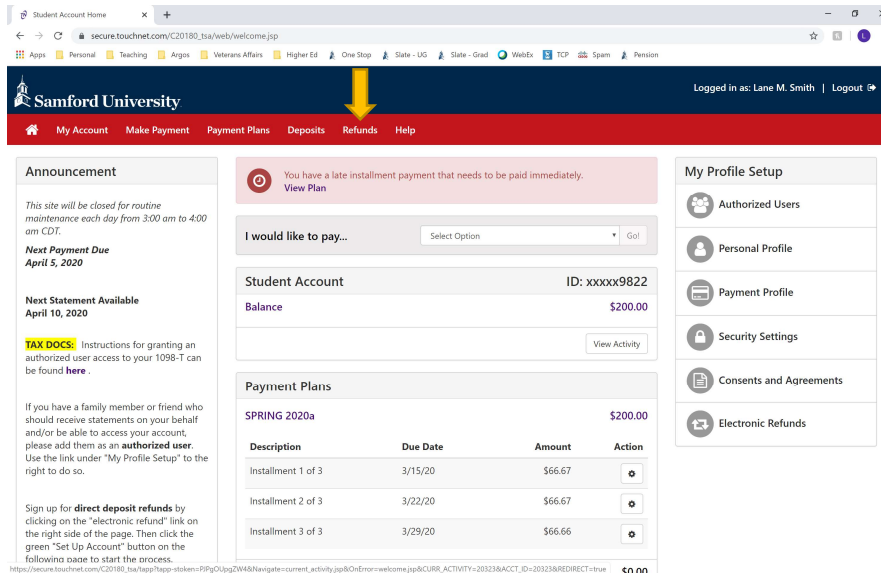
Tip: You may use any personal checking or savings account. Do not enter other accounts, such as a money market account, HELOCs, corporate account, credit cards, or traveler's checks. If you already have direct deposit established, please double check the account that is being used. If the account is closed or not the one you want to use, you should change it immediately.

1. Go to www.samford.edu/go/ebill

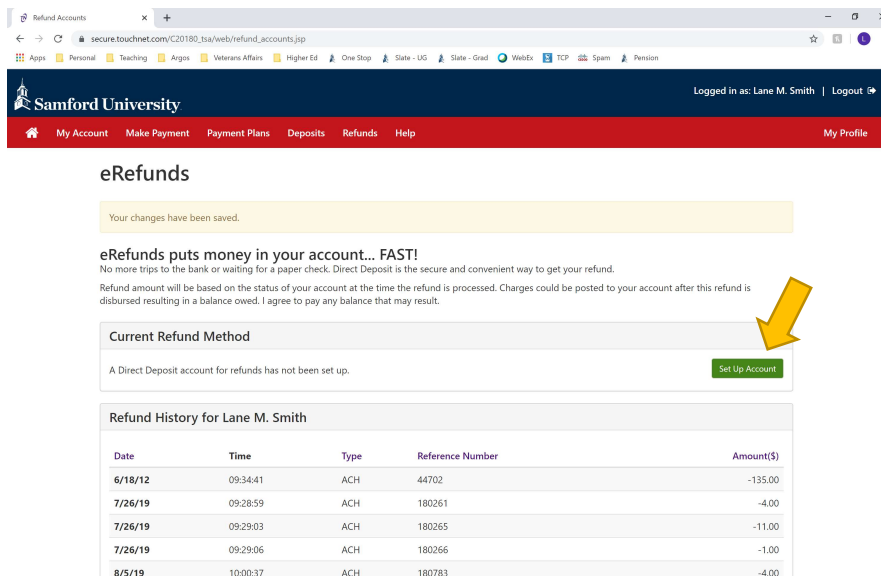



2. Log in with your Samford Username/ID and Password

- Click on “Refunds” link at the top of the home page



- If you have not set up direct deposit, you’ll see a green “Set up account” button on the refund page. Click that button and follow the prompts to set up direct deposit.



- If you don’t see the green button, instead you see a gear like this , click the gear and check your direct deposit settings.
- PLEASE NOTE:** You will need the bank routing number and the account number in order to set up direct deposit. See the example below on where to find this information. If you have questions about the routing number or account number, please contact your

bank/credit union/financial institution for assistance. See the “Tip” above for information on what types of accounts are allowed.

ABA Routing Example

The diagram shows a check form with the following fields: "Your Name" (1234 Main St, Any Town, USA 12345), "Date" (with a dotted arrow pointing to the number "1234"), "Pay To The Order Of" (with a "\$" symbol and a box), "Your Bank Name" (Address of Your Bank, Any Town, USA 12345), and "For" (with a dotted arrow pointing to the number "1234"). The routing information is highlighted in yellow boxes: "123456789" (labeled "Routing Number"), "000123456789" (labeled "Account Number"), and "1234" (labeled "Check Number"). Below the routing information, it says "DO NOT USE".

Please enter your banking information as shown in the example above.

- **Routing number** - always comes first and is exactly 9 digits.
- **Account number** - varies in length. May appear before or after the check number. Include any leading zeros, but omit spaces and non-numeric characters.
- **Check number** - is not needed. Do not include the check number.

It is important to enter your banking account information accurately, or your payment cannot be successfully completed. If you have questions, please contact your bank.

DO NOT enter your debit card number.

If you have any questions about direct deposits, please contact us at OneStop@samford.edu.