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## Tuition & Billing Services Direct Deposit Instructions

Signing up for Direct Deposit will expedite receipt of refunds for Financial Aid and all other refunds due from your Student Account. This will also avoid hassles such as checks getting lost in the mail and you will get the money faster.

In order to sign up, follow these steps:

1. Log on to [www.fau.edu](http://www.fau.edu)
2. Click on **Current Students** tab
3. Click on the **MyFAU Login and** Enter your **User Name** and **Password**
5. Select **FAU Self Service (on the left side of the page)**
6. Click on the **Student Services** link
8. Click on **Direct Deposit**
9. Click on **Add or Update Direct Deposit Information**
10. **Click on Save when you have finished**

**IMPORTANT INFORMATION – Please make sure you complete the fields on the Direct Deposit Form correctly. Here is a sample to assist you:**

The image shows a sample check form with a large 'VOID' watermark. The check is addressed to 'Jane and Jim Doe' at '12345 South West Street, Lenexa, KS 66215'. The date field is blank. The 'PAY TO THE ORDER OF' field is blank, followed by a dollar sign and a blank box for the amount. Below this, it says 'DOLLARS'. The bank information is 'Your Bank, 12345 Main St., Lenexa, KS 66215'. The MICR line at the bottom of the check is ': 123456789: '1234567' 1001'. Below the check, two arrows point up to the MICR line: one from 'Routing Number' pointing to '123456789' and one from 'Account Number' pointing to ''1234567''. Below these labels, another MICR line is shown: ': 123456789: 1001 '1234567''.

**Bank Routing Number:** The Bank Routing Number ALWAYS comes first, is 9 digits exactly and starts with 0, 1, 2 or 3.

**Account Number:** When entering your account number, be sure to include all leading zero's and omit any special characters or spaces.

You should verify your account number by using your bank statement.

Do not use the check number, or your direct deposit will not process correctly. In the sample above the check number is 1001

Do not use your Debit Card – the number on that card is not your bank account number. If you use your Debit Card to complete the account number, your direct deposit will fail and your refund will be delayed.

**Account Type:** Choose Checking or Savings

If you have any questions or need help, please email [webcontroller@fau.edu](mailto:webcontroller@fau.edu) or call Tuition & Billing Services at 561-297-6101.