



FLORIDA
ATLANTIC
UNIVERSITY

Controller's office
Division of Financial Affairs
777 Glades Road
Boca Raton, FL 33431
Tel: 561-297-6101
Fax: 561-297-0683
www.fau.edu

View Statements and Online Payment Instructions

1. Go to www.fau.edu
2. Select the Current Students tab
3. Select MyFAU Login
4. Select FAU Self Service (on the left side of the webpage)
5. Select Student Services
6. Select Student Account
7. Select Account Summary by Term (select the applicable term)
8. Select the button to pay by credit card or web check and to view the statements that are available.

Please note: Statements are not mailed, they are only available electronically using these steps.

If you choose to pay your balance online using a checking or savings account, please follow these instructions:

1. Re-enter the account number in reverse order when asked to confirm the account number. If you do not re-enter in reverse order you will get an error message.
2. Use a bank statement or check to locate the account number and include all account number digits from the statement or check, including leading zeroes.
3. Do not use a debit card number as the account number -this will result in returned payments and added fees.
4. The Bank Routing Number must be the ACH routing number and is usually found on the bottom of a check.
5. Do not use a Bank Routing Number from a deposit slip, this is usually not a correct routing number for ACH transactions.

Payments returned for any reason, including invalid account numbers will be charged a returned check fee with **NO EXCEPTIONS.**

The example below illustrates how to locate your account number:



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The image shows a check form with the following fields: Name (Jane Doe), Address (1234 Main St. Apt 101, Lenexa, KS 66215), Amount (1001), PAY TO THE ORDER OF, Your Bank (Address of Your Bank, Lenexa, KS 66215), and FOR. The MICR line at the bottom is ⑆123456789⑆ ⑆1234567⑆ 1001. Below the MICR line is a legend: Bank Routing Number (123456789), Bank Account Number (1234567), and Check # (1001). The routing number and account number are circled in green, and the check number is circled in red with a slash through it.

The MICR line configuration on the bottom of your checks should match the example shown here. The Routing Number **ALWAYS** comes first, is 9 digits exactly and starts with 0, 1, 2, or 3. When entering your account number, do not enter your check number in the account number field, be sure to include all leading zero's (**IF ANY**) and omit any special characters or spaces. Your account number may be shorter or longer than this example.

Should you have any questions when making a payment, please email webcontroller@fau.edu or call 561-297-6101.