

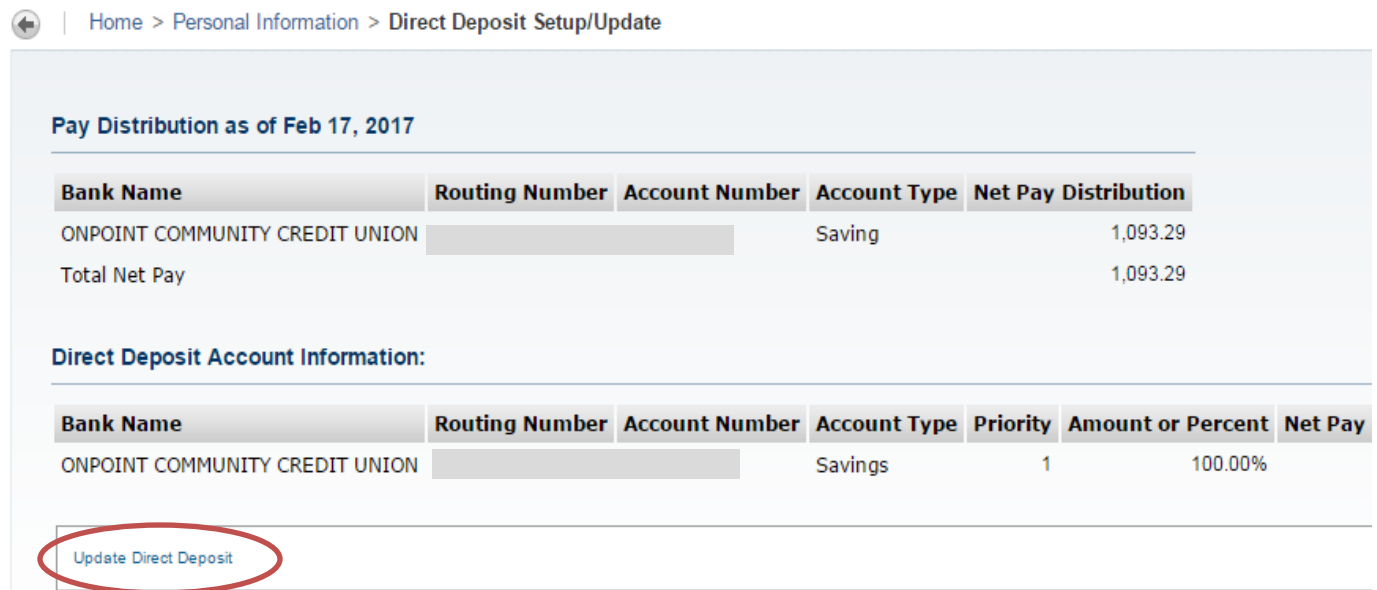
Updating Direct Deposit Account Information

- Sign onto Self-Serve through pilots.up.edu
- Select the **Personal Information** tab
- Select **Direct Deposit Setup/Update**

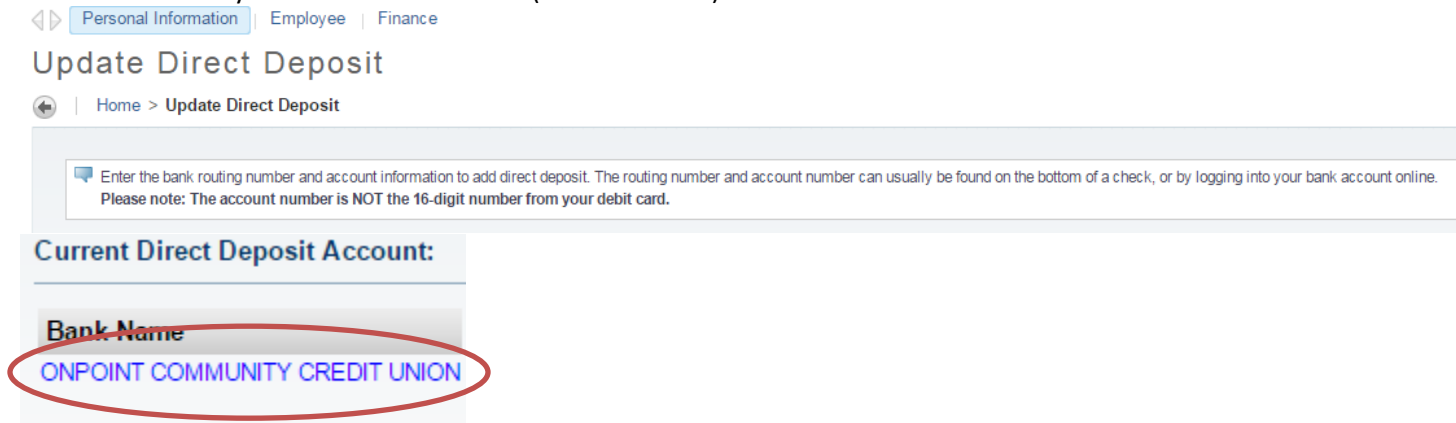


- Select **Update Direct Deposit**

Direct Deposit



- Click the name of your financial institution (*should be blue*)



- Click the box to inactivate your current direct deposit account information
- Click Save
- You will be automatically directed to the screen to enter your new bank account information

Enter the bank routing number and account information to add direct deposit. The routing number and account number can usually be found on the bottom of a check, or by logging into your bank account online.

Please note: The account number is NOT the 16-digit number from your debit card.

* - indicates a required field.

Bank Routing Number: *

Account Number: *

Re-enter Account Number: *

Select Account Type: *

Direct Deposit Authorization Agreement

I hereby authorize University of Portland to initiate automatic deposits to my account at the financial institution indicated below. This includes all payments for Payroll; Student Refunds; and Accounts Payable including, but not limited to travel and expense reimbursements. The University of Portland will provide you with paperless pay stubs and deposit transaction confirmations by email. This authorization will remain in effect until I choose to end it via Self-Service Banner (SSB) by inactivating my direct deposit account.

It is my responsibility to update any bank account changes via SSB. I agree not to hold the University of Portland responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me, or due to an error on the part of my financial institution in depositing funds to my account. I give the University permission to update my banking account information if they are notified directly from my financial institution to correct my bank account.

If funds are incorrectly deposited to my bank account, I authorize the University of Portland to initiate a debit transaction (withdrawal) against my account to recover the funds.

I understand that it may take up to 5 business days for the changes to be effective. Changes made while a payroll or other payment process is being completed may not be effective until the next payment.

By clicking "I Agree" below I am agreeing to the Terms and Conditions outlined above.

I Agree *

[Direct Deposit Allocation](#)

- Enter the Bank Routing Number
 - This is the 9-digit number found on the bottom of your check. It is a unique number for your financial institution.
 - After the number has been entered, the bank name should appear in the box next to the number. Please verify that the name is correct to ensure the routing number has been entered correctly.
- Enter your Account Number
 - This can also be found on the bottom of your check.
 - **PLEASE NOTE: This is NOT the 16-digit number from your debit card.**
- Re-enter your Account Number
- Select the type of account being deposited to Checking or Savings
- Read the **Direct Deposit Authorization Agreement**
- Click the **I Agree** box
- Save
- Verify that the information that you entered is correct. If the information is incorrect, follow the instructions for **Update Your Direct Deposit**. If it is correct – you are done!
- You will receive an email notification from directdeposit@up.edu that your direct deposit information has been updated.