

# Setting Up Banking Information for Refunds, Reimbursements, and Payment Deposits

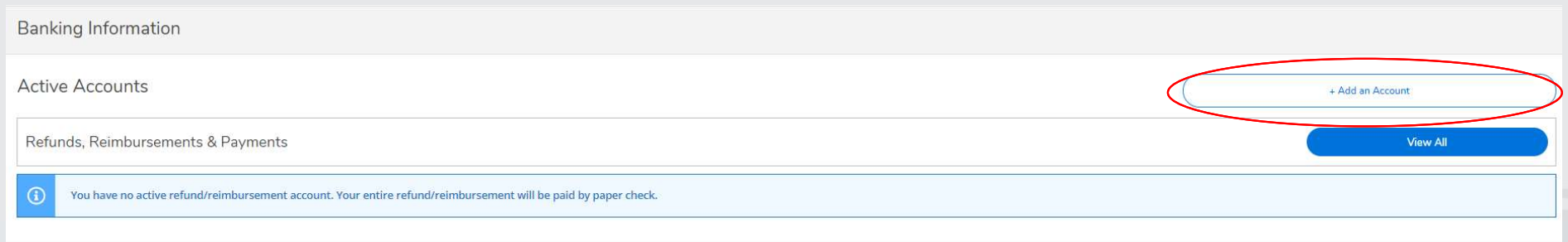
To set up your Banking Information for Refunds, Reimbursements, and Payment Deposits, click “Banking Information” on your Self Service homepage.

The screenshot shows the Vanguard University Self-Service homepage. At the top, there is a dark blue header with the Vanguard University logo and name on the left, and 'Sign out' and 'Help' links on the right. Below the header, a light gray banner says 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.'. The main content area is a grid of service tiles. The 'Banking Information' tile, which includes a green bank icon and the text 'Here you can view and update your banking information.', is circled in red. Other tiles include 'MyBill', 'Financial Aid', 'Tax Information', 'Employee', 'Degree Tracker', and 'Course Catalog'. The 'Grades' tile at the bottom right is highlighted with a light blue background.



# Setting Up Banking Information for Refunds, Reimbursements, and Payment Deposits, Continued

Once you entered into the “Banking Information” page, click “+Add an Account”. You will then be directed to the “New Deposit” page. On the “New Deposit” page, click the “Activate” button to on. Then click “Next”.

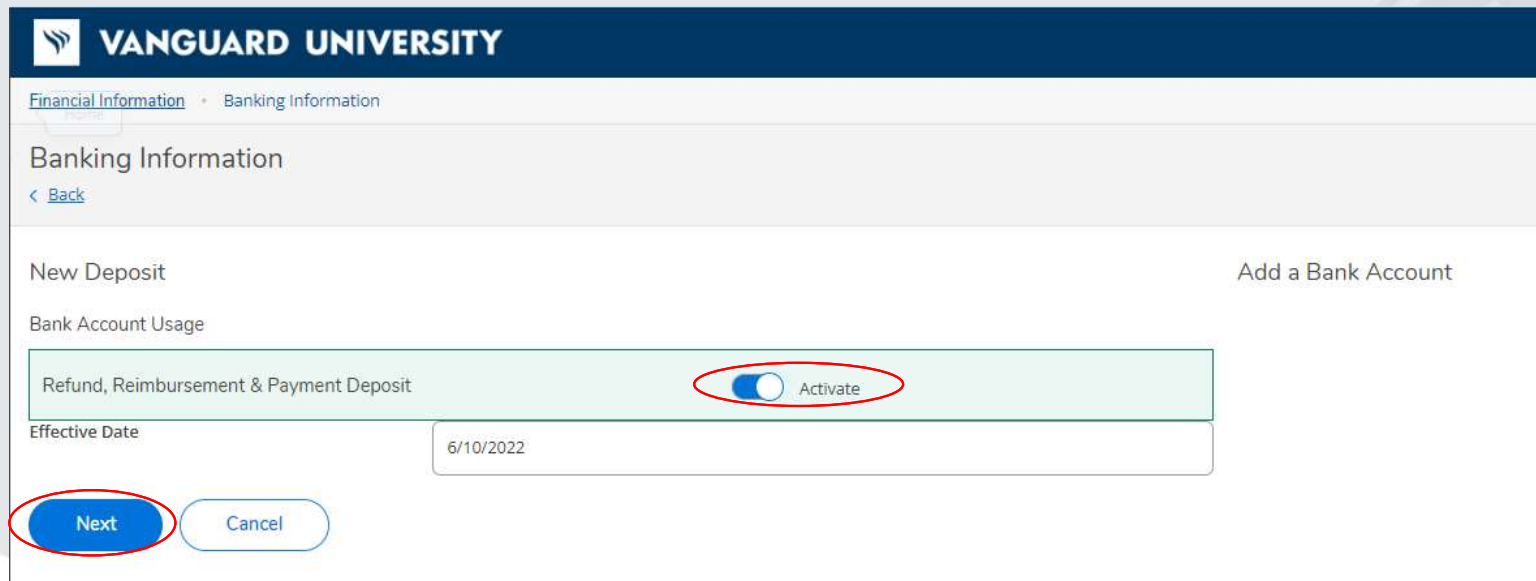


Banking Information

Active Accounts + Add an Account

Refunds, Reimbursements & Payments View All

*You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.*



**VANGUARD UNIVERSITY**

Financial Information · Banking Information

Banking Information

< Back

New Deposit Add a Bank Account

Bank Account Usage

Refund, Reimbursement & Payment Deposit Activate

Effective Date

Next Cancel



# Setting Up Banking Information for Refunds, Reimbursements, and Payment Deposits, Continued

You are now directed to the “Edit Bank Account Details” page. Enter in all banking information required. Once banking information is entered, scroll down to the bottom of the page and click “I agree to the terms and conditions”. Then click “Submit”.

The screenshot shows the 'Edit Bank Account Details' form with the following fields and options:

- New Account**
- Account Nickname**: Text input field containing 'New Account'.
- Country of Bank**: Dropdown menu set to 'United States'.
- Routing Number \***: Text input field, circled in red.
- View sample check image**: Link with an information icon.
- Bank Account Number \***: Text input field, circled in red.
- View sample check image**: Link with an information icon.
- Re-enter Bank Account Number \***: Text input field, circled in red.
- View sample check image**: Link with an information icon.
- Account Type**: Dropdown menu set to 'Checking'.

At the bottom of the form, there are two buttons: 'Back' and 'Submit'.

The screenshot shows the 'Edit Bank Account Details' form with the following fields and options:

- View sample check image**: Link with an information icon.
- Bank Account Number \***: Text input field.
- View sample check image**: Link with an information icon.
- Re-enter Bank Account Number \***: Text input field.
- View sample check image**: Link with an information icon.
- Account Type**: Dropdown menu set to 'Checking'.
- Terms and Conditions**: Section with a chevron icon and the following text:

By checking this box I agree to receiving payments for invoices, reimbursements, or refunds through direct deposit electronically into my bank account. I am responsible for entering accurate banking information and maintaining this data. I understand I will receive an email or paper advice notifying me of when a deposit has been executed and it will appear in my bank account in 2-3 business days.
- I agree to the terms and conditions**: Checkmark box, circled in red.

At the bottom of the form, there are two buttons: 'Back' and 'Submit', with the 'Submit' button circled in red.



# Setting Up Banking Information for Refunds, Reimbursements, and Payment Deposits, Continued

Once “Submit” was clicked, you are now directed to the “Active Accounts” page. On this page you can click on the account you just created. On this page you can inactivate an account by clicking the “Activate” button or edit details to your existing bank account. To edit the details of the account information, click “View Bank Account Details”.

Financial Information · Banking Information

Banking Information

Active Accounts + Add an Account

Refunds, Reimbursements & Payments	Verification	
New Account	⚠ Not Verified	<span>View All</span>

>

Banking Information [< Back](#)

New Account Account # ...4444 View Bank Account Details

Bank Account Usage

Refund, Reimbursement & Payment Deposit  Activate

Verification ⚠ Not Verified

Effective Date 6/10/2022

Save Cancel




# Setting Up Banking Information for Refunds, Reimbursements, and Payment Deposits, Continued

Within the “Edit Bank Account Details”, click on the pencil icon to the right in order to change any information. Once information is changed, click “Save”.


Edit Bank Account Details

New Account Account # ...4444

Account Nickname




Routing Number





Wells Fargo

Last Four Digits of Account Number



Account Type



[Terms and Conditions](#) 

I agree to the terms and conditions

