How To Set Up Direct Deposit-Student Refund

1.) Login to your Cardinal Apps portal
2.) Select the **Banner 9 My Profile** application located under "Banner Apps"

B9 My Profile
(Personal Info/Dire...

3.) Select the section that is titled **Direct Deposit**

Direct Deposit
Create, view and update your direct deposit allocation(s).
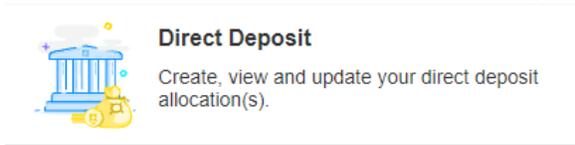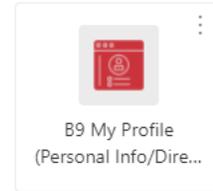
4.) Under the section **Accounts Payable Deposit** click **Add New** to enter a new bank account

Accounts Payable Deposit
⊖ Delete   ⊕ Add New
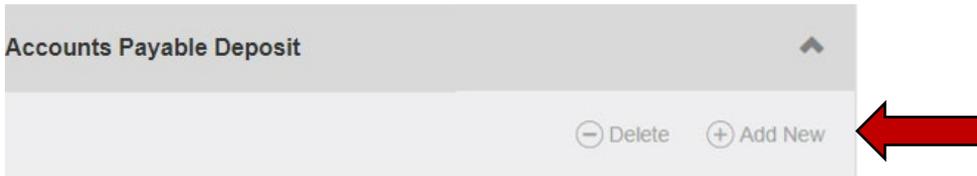
5.) Enter the required information:
   a. Bank Routing Number
   b. Account Number
      i. *Your bank account number is not the same as your debit card number
   c. Bank Name
   d. Account Type

6.) Check the authorization box and save your changes

☑ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf   Cancel   Save Changes
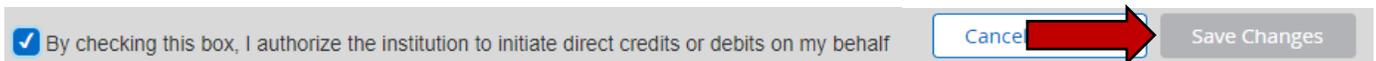
IMPORTANT REMINDERS

- If the system cannot locate your bank when setting up direct deposit, please contact the Business Office at busad@uiwtx.edu or (210) 829-6043
- Direct deposit must be set up before we process a student refund, otherwise a physical check will be mailed to the permanent address on file.
- It is the student's responsibility to update their banking information should they change or close an account.