



Accounts payable deposit- changes made after 3pm will take effect the next day. For verification of direct deposit timing, please email or call the pertinent office.

Student Refunds

busad@uiwtx.edu

210-829-6043

Accounts Payable

ap@uiwtx.edu

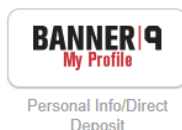
210-829-6031

➤ **Information Needed for Direct Deposit Activation or Updates**

- Bank Routing Number (9 digits)
- Account number



****ACCOUNT NUMBER IS NOT YOUR DEBIT CARD NUMBER**



Step by step instructions:

- 1) Login to *Cardinal Apps* online
- 2) Select BANNER|9 My Profile
- 3) Login using secure sign on (Okta)
- 4) Select Direct Deposit (Create, View and Update your Direct Deposit Allocations)
- 5) Under Accounts Payable Deposit, select *Add new* (Choose “create new” or “Create from existing”) *
- 6) Add Bank Routing Number & Account Number and designate *checking* or *savings* account
- 7) Check Authorization Box
- 8) Save New Deposit
- 9) Verify you have received an email to your preferred email address informing you that there have been changes to your direct deposit information. (email will be sent each time an update/change is made)

*If an employee or student already has an existing payroll direct deposit allocation, they can create a new accounts payable allocation using the existing one.



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NOTES-

- Users must established their Okta account prior to accessing Banner |9 My Profile, Direct Deposit.
- Users can only have one Accounts Payable Direct Deposit allocation at a time. The Payroll allocation will allow you to have multiple banks at one time.
- Be sure during the allocation of the funds if you use the specific amount or percentage method your last entry is always the **Remaining Amount** to avoid a paper check being issued.
- The Save and Cancel button on the landing page will only be active when the Disclaimer check box has been clicked.