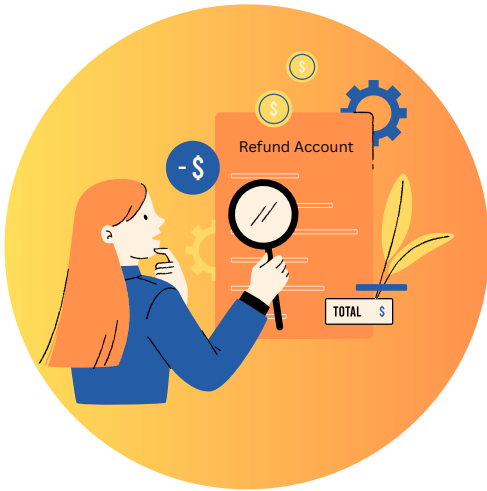


# How to Create a Refund Account for Direct Deposit



Expecting a refund from excess financial aid? Create a direct deposit account on Workday!

## Start by going to your Workday Student portal

➡ Go to your Financials Hub

### Menu

Apps

Shortcuts

Your Saved Order

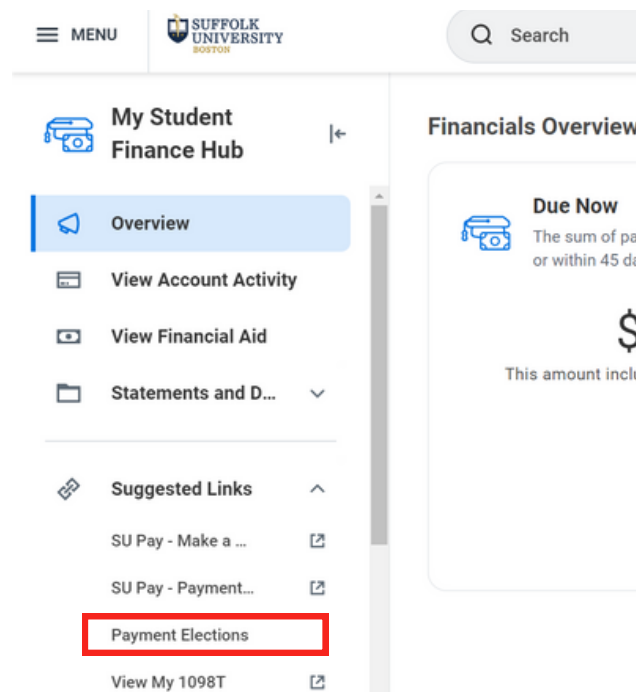


Academics Hub



Financials Hub

➡ Under Suggested Links select **Payment Elections**





Select **Add** to add a bank account

**Payment Elections** Harvey Student (UID007924366) ...

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person Harvey Student

Default Country United States of America

Default Currency USD

Payment Election No payment elections specified.

**Add**



Enter the Account Information

Account Country United States of America

Sample Check

Jonathan Doe  
4321 Main St  
Anytown, CA 94000

DATE \_\_\_\_\_

1 Dollars

YOUR BANK NAME  
9876 1st St  
Anytown, CA 94000

DO NOT INCLUDE Check #

⑆ 23456789 ⑆ 000123456789 ⑆ -00-⑆

9 Digit Routing # Between the 12 symbols

Account # Include all zeros

**Account Information**

Account Type ☒ Checking ☐ Savings

Routing Transit Number

Account Number

Bank Name

Bank Identification Code

Account Nickname (optional)



Scroll to the Student Refund Rule

If the Default Payment Type is Check On-site any refund will be issued as a physical check. To get a direct deposit you will need to add the bank account from the previous steps.

Payment Elections Requiring Setup 1 item

Pay Type	Default Payment Type	Description	Action
Student Refund Rule	Check On-Site	No elections found.	<b>Add</b>

➡ Select **Add** under Action

➡ Select the box under Currency and choose **USD**

Pay Type: Student Refund Rule

Person:

Default Country:

Default Currency: USD

Number of Elections Allowed: 1

Payment Elections: 1 item

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount
	United States of America	USD			Balance

Once selected the bank account you already saved should auto-populate in the remaining fields.

➡ Make sure you select the Balance button

➡ Once completed select **OK**

Payment Elections: 1 item

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount
	United States of America	USD	Direct Deposit	TD Bank	Balance

OK Cancel

Your **Student Refund Rule** should now show **Direct Deposit** with your bank account information and any refund you **request** will be directed deposited to this saved account

Student Refund Rule	Direct Deposit	TD Bank	*****	Balance
				Yes