

Direct Deposit Instructions

Step 1: Log-on to <https://home.cunyfirst.cuny.edu> -> Student Center

Finances

My Account

[Account Inquiry](#)

*Institution: CUNY School of Law

Account Summary

You owe 9,861.95.

- Due Now: 9,861.95
- Future Due: 0.00

**** You have a past due balance of 1,930.50. ****

Currency used is US Dollar.

[Enroll/Manage Payment Plan](#) [make a payment](#)

Personal Information

[Emergency Contact](#) [Contact Information](#)

Step 2: Add bank account information

***Please enter your Bank Code (Routing No.) –VERIFY WITH YOUR BANKING INSTITUTION**

direct deposit 1098t tax form bank accounts

Manage My Accounts

Add Account Details

Enter the account details below and click next to proceed. If your financial institution is not listed, please contact the Bursar's Office. If you would like to learn about the Scholar Support Card program, please visit the [CUNY Scholar Support Card site](#).

Bank Details

Nickname: Test Bank

Account Type: Checking

Bank Code: 021000089 CITIBANK NA

Account Number: 999888777

Confirm Account Number: 999888777

Account Holder: John Test


[View Sample Check](#) [Help](#)

[CANCEL](#) [NEXT](#)

Step 3: Proceed to direct deposit enrollment process

Manage My Accounts

Result

 **ALERT: YOU HAVE NOT COMPLETED ENROLLMENT OF THIS BANK ACCOUNT FOR DIRECT DEPOSIT.**

You have successfully added the account Test Bank. In order to complete your direct deposit enrollment for this bank, click the Enroll in Direct Deposit button below.

Bank Details	
Nickname	Test Bank
Account Type	Checking
Bank Code	021000089 CITIBANK NA
Account Number	XXXXX8777
Account Holder	John Test


[ADD ANOTHER ACCOUNT](#) [PROCEED TO ENROLL IN DIRECT DEPOSIT](#)

Step 4: Add direct deposit

Enroll in Direct Deposit

Add Direct Deposit

Select a financial institution to designate as direct deposit.

Direct Deposit Distribution
Account Nickname
test bank-8777 

[Help](#)

[CANCEL](#) [NEXT](#)

Step 5: Read and accept agreement

Enroll in Direct Deposit

Agreement

Review the financial institution information and agreement. Click Submit to complete the Direct Deposit enrollment. If you would like information about CUNY's Scholar Support Card program, please visit the [CUNY Scholar Support Card site](#).

Financial Institution Name	Distribution Type	Amt./Pct.	Priority
test bank-8777	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit for your refund and/or Work Study checks. Signing up for direct deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student account to be deposited directly into your checking, savings or Scholar Support Card account. You will receive your funds faster through this process instead of a check mailed to you.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any payments due to me via automated clearinghouse electronic fund transfer ("ACH") to the account(s) referenced above.

You may change your account information as necessary through self-service. Payments made through this process will be available in your account depending on timing of this submission.

We recommend that you print this page to retain a copy of this agreement for your records.

The agreement is dated: 07/14/2015


Yes, I agree to the terms and conditions of this agreement.

[CANCEL](#) [BACK](#) [SUBMIT](#)

Confirmation of direct deposit enrollment

Account Inquiry	Electronic Payments/Purchases	Account Services
direct deposit	1098t tax form	bank accounts

Enroll in Direct Deposit Result

 **Congratulations! You are now enrolled in direct deposit.**
View the summary below.

Account Nickname
test bank-8777

[GO TO DIRECT DEPOSIT SUMMARY](#)