

How To Sign Up For Direct Deposit



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To receive any refunds from overpayment via direct deposit, please ensure that your student completes the following steps

Why Sign Up For Direct Deposit?



If the college owes your student a refund due to overpayment from a financial aid award, a tuition payment, or reversal of a charge, this credit can be refunded to the student via direct deposit to your bank account.

No need to wait for a check to be mailed home!

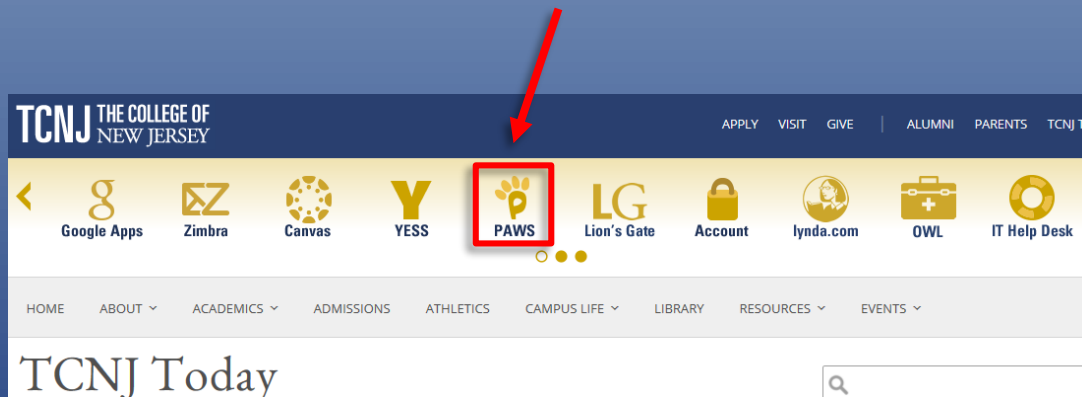
This direct deposit is different than direct deposit for payroll



How To Sign Up For Direct Deposit



- Visit the TCNJ Today homepage
 - <http://today.tcnj.edu/>
- Click on the PAWS Icon in the top center of the menu bar
- Login with your TCNJ username and password



TCNJ THE COLLEGE OF
NEW JERSEY

PAWS

TCNJ Username

Password

Sign In

Account Manager

How To Sign Up For Direct Deposit



- Once the student is logged into PAWS, go to “Student Center”
- View the “Finances” section, click “Refund Direct Deposit”

Self Service

- Student Center**
Use the student center to manage school related activities.
- View All To Do List**
View pending to do items on your record. See how to complete them.

Maggie's Student Center ID: _____

Academics

- [Search](#)
- [Plan](#)
- [Enroll](#)
- [My Academics](#)
- [Enrollment Verification \(NSC\)](#)

Finances

My Account

- [Account Summary](#)
- [Refund Direct Deposit](#)
- [TCNJ Attendance Confirmation](#)

Financial Aid

- [View Financial Aid](#)
- [Accept/Decline Awards](#)

Account Summary

To view Account Summary and Amount Due:
[Account Inquiry](#)

TCNJ Quick Links

- [myTCNJ Portal](#)
- [PAWS Help & Tutorials](#)

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Instructions: DIRECT DEPOSITS WILL BEGIN SEPTEMBER 2009

1. Fill in all information, recording the transit routing number, account number and whether to deposit to a checking or savings account is being requested.
2. Click the save button to record your banking information.

Important Reminders:

1. When any ACH deposits are made to a student's account, a confirmation email will be sent to the TCNJ student email address with the detailed refund information.
2. Accuracy of the information provided by you (the student) is critical to ensure your funds are applied appropriately to the account you indicate.
3. All new or modified direct deposit requests will be effective on the first refund date following receipt of this request (in the interim a check will be produced).
4. Timely requests to terminate a direct deposit will be effective on the first refund date following notification.
5. Failure to update your information electronically in a timely manner of changed or closed accounts may substantially delay the receipt of refunds if funds are deposited into closed accounts.

Beneficiary Bank

Account Type

Routing Number

Re-enter Routing Number

Account Number

Re-enter Acct Number

Accept TCNJ Terms and Conditions

[How to find Routing and Account numbers](#)

[View TCNJ Dir Dep Terms and Conditions](#)

Save

- Fill in your appropriate account information and click “Save”

****Be sure to do this before the refund process begins to guarantee that it will be direct deposited****

Refunds from Parent Plus Loans can not be direct deposited