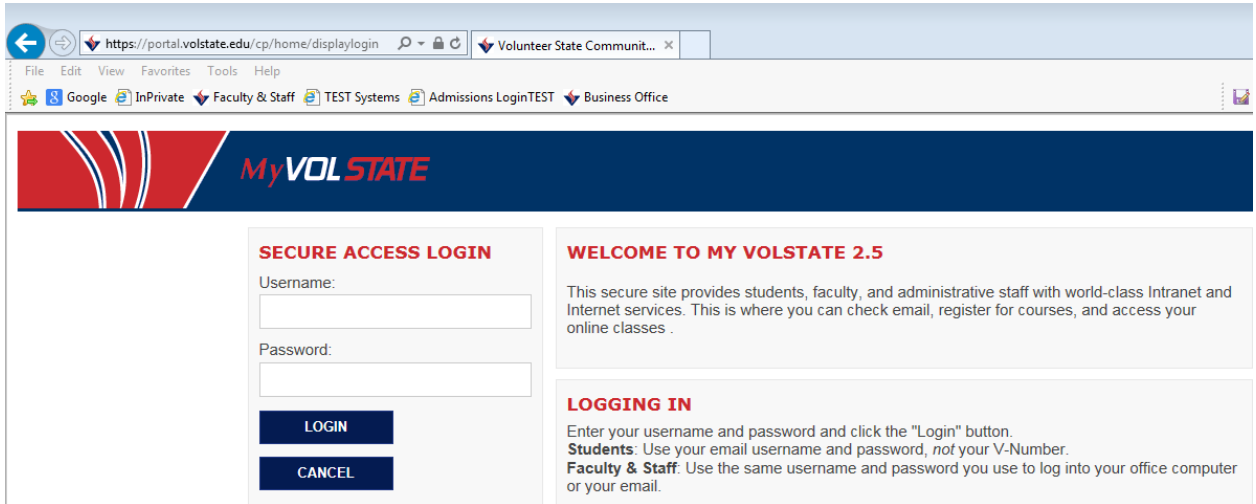
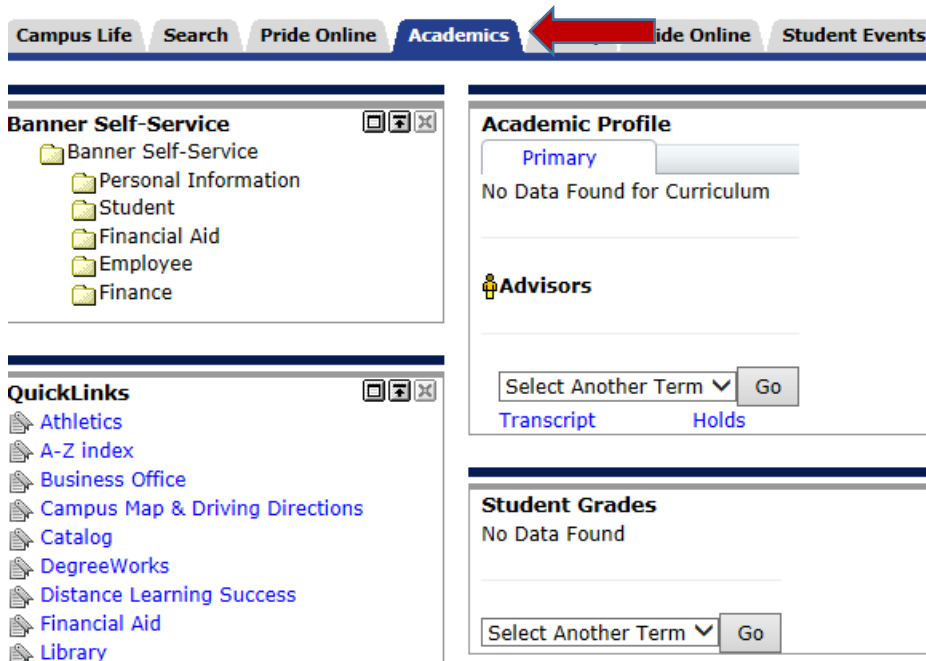


## Banner Self Service Student Direct Deposit Set-up:

1. Go to the Vol State Website ([www.volstate.edu](http://www.volstate.edu)) homepage and click on My VolState in the top right corner.



2. Log in with your username and password and then select the **Academics** tab. If you have forgotten your username or password, contact the Help Desk at 230-3302 for assistance.



3. In the *Pay Account* box, Click **ePayment Gateway**.

The screenshot shows the Banner Self-Service website interface. At the top, there are navigation tabs: Campus Life, Search, Pride Online, Academics, Money, Pride Online, and Banner. The date August 12, 20 is displayed in the top right corner. The main content area is divided into several sections: Banner Self-Service (with sub-links for Personal Information, Student, Financial Aid, Employee, and Finance), QuickLinks (with various service links), Academic Profile (with Primary information and no curriculum data), Advisors (with a dropdown menu for selecting another term), Student Grades (with no data found), Registration Tools (with links for Registration Status, Look Up Classes, Add or Drop Classes, and Change Class Options), Student Gmail (with a link to install the app), eLearn-Links (with links for Vol State Online Classes and Regents Online Classes), and Student-Menu (with links for Registration, Schedule Planner, Schedule Planner Registration Cart, Select Term, Add or Drop Classes, Look Up Classes, and Channon Class Options). A red arrow points to the 'ePayment Gateway' link in the Pay Account section.

4. Click Continue.

The screenshot shows a message box with the text 'Direct to the secure site'. Below the message is a red horizontal line. Underneath the line, there is a small icon and the text: 'By clicking below, you will be directed to a secure site, where you can view your bill, make payments, and review refunds. When finished, log out and close the window. Select Return to Menu from the top right-hand corner of this page to return to the menu.' A red arrow points to the 'Continue' button.

5. To add your direct deposit information for excess financial aid or other refunds, select **Refunds**. The refund will be deposited into a bank account.

The screenshot shows the navigation bar for Volunteer State Community College. The bar is dark blue with white text. On the left, there is a home icon. The navigation items are: My Account, Make Payment, Payment Plans, and Refunds. A red arrow points to the 'Refunds' link.

6. Under Current Refund Method, click on **Security Settings**.

The screenshot shows the 'Current Refund Method' section. The text reads: 'You must enroll in Two-Step Verification to add a Refund Method. Please proceed to Security Settings in [Security Settings](#) roll.' A red arrow points to the 'Security Settings' link.

7. Choose the Two-Step Verification Enrollment option that you prefer. Enter the code received via text or email. Then click Verify.

### Two-Step Verification Enrollment

#### Primary Method

Please select how you would like to receive a passcode.

- Text message to existing or new mobile number

New mobile number

Verizon PCS



Send Code

Verify passcode

Cancel

Resend Code

Verify

A message with your passcode has been sent, please verify.

- Email message to existing or new email address

8. Once verified, click on Payment Profile.

## My Profile

Personal Profile

Payment Profile

Security Settings

9. Then under Add New Payment Method, choose Electronic Checking, then Select.

### Add New Payment Method

Method

Electronic Check (checking/savings)



Select

10. Bank Account information for refunds should be entered on this screen.
  - a. If you are unsure of your bank's routing number and your account number, please select [Example](#) under the Routing Number. (These are not the same as your debit card number.)
  - b. For the bank account to be used for Refunds, check the box under Refund Options.

### Add New Payment Method

Method: Electronic Check (checking/savings) ▼ Select

#### Account Information

**\* Indicates required fields**

You can use any personal checking or savings account.  
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.  
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

\*Account type: Select account type ▼

\*Routing number: (Example)

\*Bank account number:

\*Confirm account number:

#### Billing Information

\*Name on account:

Check here for an international address

\*Billing address:

Billing address line two:

\*City:

\*State/Province: Select State/Province ▼

\*Postal Code:

---

\*Save payment method as: (example My Checking)

#### Refund Options

Only one account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

Cancel Continue

11. Please read the agreement, then check the box **I Agree**, click **Continue**.

#### Set Up Refund Account

I hereby authorize **Volunteer State Community College** to initiate recurring credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$30.00** return fee will be added to my student account.

Name: **Billy Smith**

Address:  
123 Nashville Pike  
Gallatin TN 37066

Depository: U.S. BANK NATIONAL ASSOCIATION  
EP-MN-WN1A  
ST. PAUL, MN 551071419  
Routing Number: 064000059  
Account Number: xxxxxxxx1234

This agreement is dated Monday, January 29, 2018.  
For fraud detection purposes, your internet address has been logged: 198.146.116.225 at 1/29/18 2:45:52 PM CST

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

To revoke this authorization agreement you must contact: **businessoffice@volstate.edu**

Print and retain a copy of this agreement.  
Please check the box below to agree to the terms and continue.

**I Agree**

Print Agreement Cancel Continue

This is the illustration to assist you with entering the correct bank account information.

## ABA Routing Example

The diagram shows a check form with the following fields and annotations:

- Your Name:** 1234 Main St., Any Town, USA 12345
- Date:** \_\_\_\_\_
- Pay To The Order Of:** \_\_\_\_\_
- Amount:** \$ \_\_\_\_\_ DOLLARS
- Your Bank Name:** Address of Your Bank, Any Town, USA 12345
- For:** \_\_\_\_\_
- Routing Number:** 123456789 (highlighted in yellow, with an arrow pointing to a box labeled "Routing Number")
- Account Number:** 000123456789 (highlighted in yellow, with an arrow pointing to a box labeled "Account Number")
- Check Number:** 1234 (highlighted in yellow, with an arrow pointing to a box labeled "Check Number" and the text "DO NOT USE" below it)

A dashed purple arrow points from the number "1234" in the top right corner of the check to the check number field.

Please enter your banking information as shown in the example above.

- **Routing number** - always comes first and is exactly 9 digits.
- **Account number** - varies in length. May appear before or after the check number. Include any leading zeros, but omit spaces and non-numeric characters.
- **Check number** - is not needed. Do not include the check number.

It is important to enter your banking account information accurately, or your payment cannot be successfully completed. If you have questions, please contact your bank.

DO NOT enter your debit card number.

Close

\*Please be aware that the Business Office cannot view or make changes to your bank account information in this online system. The only information viewed by Business Office staff is the Account Nickname that you set-up.

\*If you close or change bank accounts, you will need to update this information to ensure your excess financial aid funds or student refunds are deposited to the correct account.