

## How to Enroll in Direct Deposit

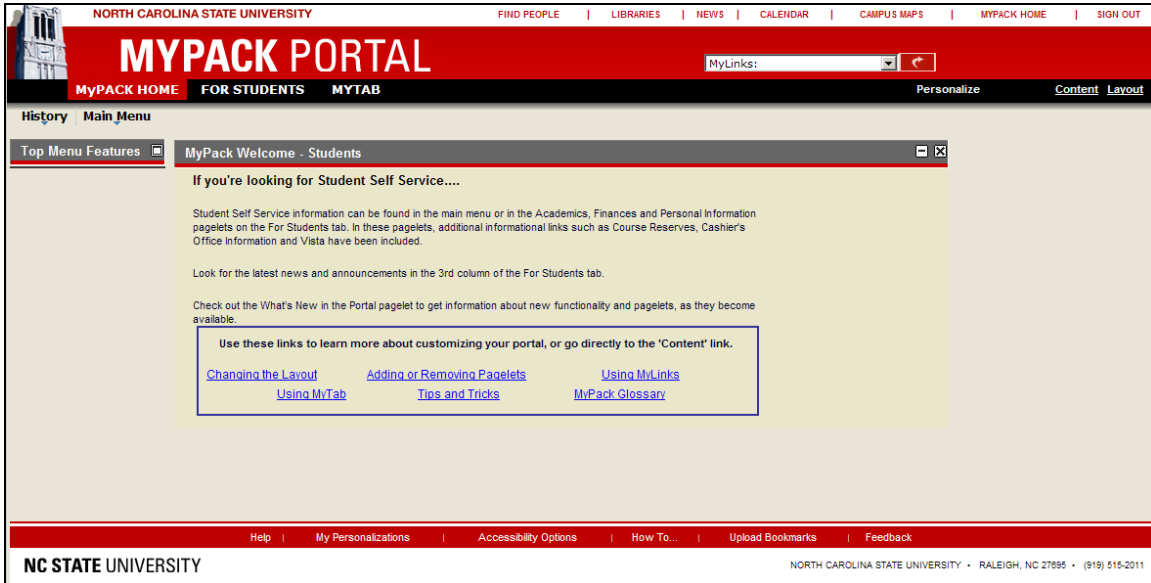
Students should follow these steps to enroll in direct deposit to allow Financial Aid or other student account refunds to be deposited directly into their checking account. **Direct Deposit is not used to make payment from your bank to the Cashier's Office.**

1. The student must log into the MyPACK portal at <http://mypack.ncsu.edu> with Unity ID and password.

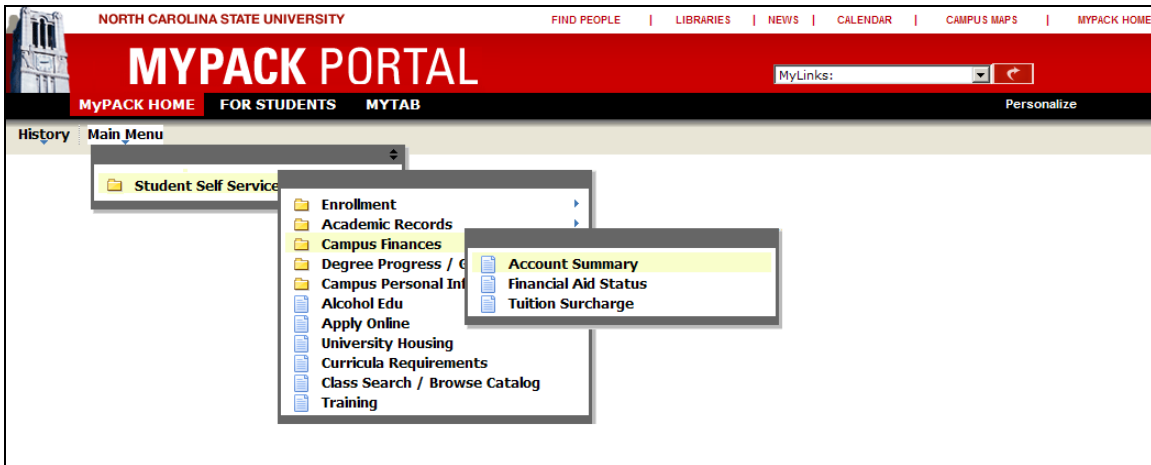
The screenshot shows the MyPACK Portal login page. At the top, there is a navigation bar with links for FIND PEOPLE, LIBRARIES, NEWS, CALENDAR, GIVING, and CAMPUS MAP. Below this is a red banner with the text "MYPACK PORTAL". The main content area is divided into two sections. On the left is a "Login" section with a "Select Affiliation" dropdown menu (set to "Student / Employee"), "Username" and "Password" input fields, and a "Sign In" button. Below the login section are links for "STUDENT/EMPLOYEE CHANGE UNITY PASSWORD", "PARENT/GUARDIAN PASSWORD CHANGE", and "LOGIN HELP". On the right is a "WELCOME TO THE MYPACK PORTAL!" section featuring a photograph of two students sitting on a bench outdoors. Below the photo are four links: "SCHEDULE OF COURSES", "CURRICULA INFORMATION", "GRADUATION INFORMATION", and "ACADEMIC CALENDARS". At the bottom of the page, there is a footer with the text "NORTH CAROLINA STATE UNIVERSITY RALEIGH, NC 27695 PHONE: (919) 515-2011".

**UNITY ACCOUNT INFORMATION:** If you have problems accessing the MyPACK Portal, or have questions about your Unity ID and password, you may contact the **Help Desk** at 919-515-HELP (4357) or via their website: <http://oit.ncsu.edu/unity-accounts/your-unity-account>.

# CASHIER'S OFFICE & STUDENT ACCOUNTS



- From the “Main Menu”, select “Student Self Service”, “Campus Finances”, “Account Summary”.



# CASHIER'S OFFICE & STUDENT ACCOUNTS

3. Select the "Direct Deposit for Refunds" button.

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## MYPACK PORTAL

MyLinks: [dropdown] [button]

MyPACK HOME FOR STUDENTS MYTAB Personalize

History Main Menu > Student Self Service > Campus Finances > Account Summary

Wolfpack Student [dropdown] [button]

summary activity payments

### Account Summary

\* Please refer to your Billing Statement or the What I Owe section for your amount due

- Account Balance: \$531.00

Term	Outstanding Charges & Deposits	Monthly Payment Plan	Estimated Financial Aid
2011 Spring Term	531.00		
<b>Total</b>	<b>531.00</b>		

Currency used is US Dollar.

Direct Deposit for Refunds Make a Payment

Monthly Pay Plan Wire Payment Instructions

\* Disable pop-up blockers to Make a Payment in a new window.

4. On the "OFAC Compliance" tab, select whether or not you are using an International ACH Bank. Select the "Save" button.

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## MYPACK PORTAL

MyLinks: [dropdown] [button]

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History Main Menu > Student Self Service > Campus Finances > Account Summary

OFAC Compliance Bank Information

### OFAC Compliance Agreement

A message from the University Cashier's Office

Effectively immediately, all students must make a choice regarding their Direct Deposit account information.

Office of Foreign Assets Control Compliance

I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control (OFAC).

Check one of the following:

Not using an International ACH Bank  
I affirm that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit to the account that I have designated, the entire payment will not be transferred to a foreign bank account.

Yes - using an International ACH Bank  
I affirm that, regarding electronic payments the State of North Carolina may remit to the financial institution for credit to the account that I have designated, the entire payment will be transferred to a foreign bank account. I acknowledge that any electronic payments that may be remitted to me may be labeled with "IAT" as the standard entry class. I acknowledge that the State of North Carolina alternatively may elect to remit such payments to me via check instead of via electronic payment. I acknowledge that availability of funds credited to the account will be subject to my receiving financial institution's policy and procedures.

Last Updated: 05/27/2010 3:51:21PM

Save Return to Account Summary

# CASHIER'S OFFICE & STUDENT ACCOUNTS

- On the "Bank Information" tab, select the "Update Routing Number" link to add your Routing Number. Select the "Update Account Number" link to add your Account Number. Select the "Save" button once complete.

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## MYPACK PORTAL

MyLinks:

MyPACK HOME FOR STUDENTS MYTAB Personalize

History Main Menu > Student Self Service > Campus Finances > Account Summary

OFAC Compliance Bank Information

### Direct Deposit Request Form for Refunds

A message from the University Cashier's Office

Your Bank Account Information is being collected for REFUND PURPOSES ONLY and will not pay charges on your student account. To make a payment, return to the Account Summary Page and click on Make a Payment.

Your Bank Account Information

Routing Number:  [Update Routing Number](#)

Account Number:  [Update Account Number](#)

[Clear existing Bank Info](#)

Account Type: Checking account

Preferred Email: nobody@ncsu.edu

You are currently signed up for Direct Deposit.

Use the Update links to review and/or change your Bank Account Information.

Hit the SAVE button to transmit any changes.

Eline Commerce 325  
1423 East South Parkway  
Raleigh, NC 27606

PAY TO THE ORDER OF \$

AMERICAN BANK

MEMO  
⑆ 123123450 ⑆ 123456789 ⑆ 00325

BLUE	GREEN	Check Number
Routing Number ie: 123123450	Account Number ie: 123456789	ie: 00325

CAREFUL: deposit slip numbers sometimes differ from the numbers on the checks.

Once you enter your information into the MyPACK Portal, a zero dollar transaction, called a prenote, will be created to test the validity of the account information you have entered. Depending upon your bank, this prenote transaction may be reflected on your bank statement. No direct deposits of financial aid can occur during the prenote process which takes 10 days. Instead, any refunds processed during this time will be in the form of a check.

After the prenote period has passed, all processed refunds received by the Cashier's office will be directly deposited to your checking account. If the prenote fails, you will receive an e-mail to the e-mail address that you have listed in the MyPACK Portal.

## CASHIER'S OFFICE & STUDENT ACCOUNTS

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### **Other things you should know**

If you change your checking account, you will need to update your information by entering the new routing and account number information and click "Save".

If you close your checking account, you will need to update your information by leaving the routing and account number boxes blank. Select the "Save" button once complete. Funds will not post to a closed checking account, and there will be a disbursement delay created while the Cashier's Office is waiting for the rejected deposit to return to us from the bank.