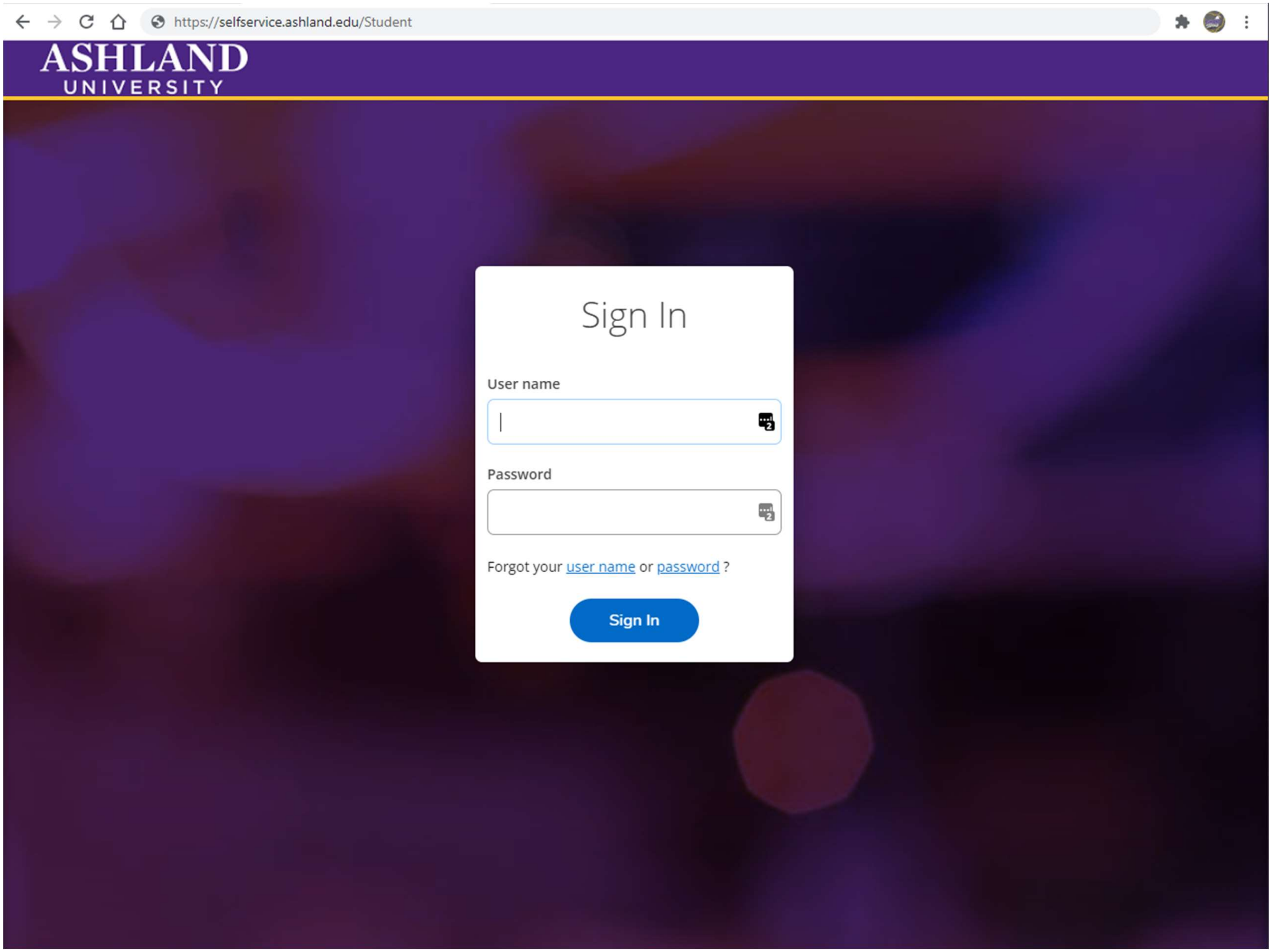
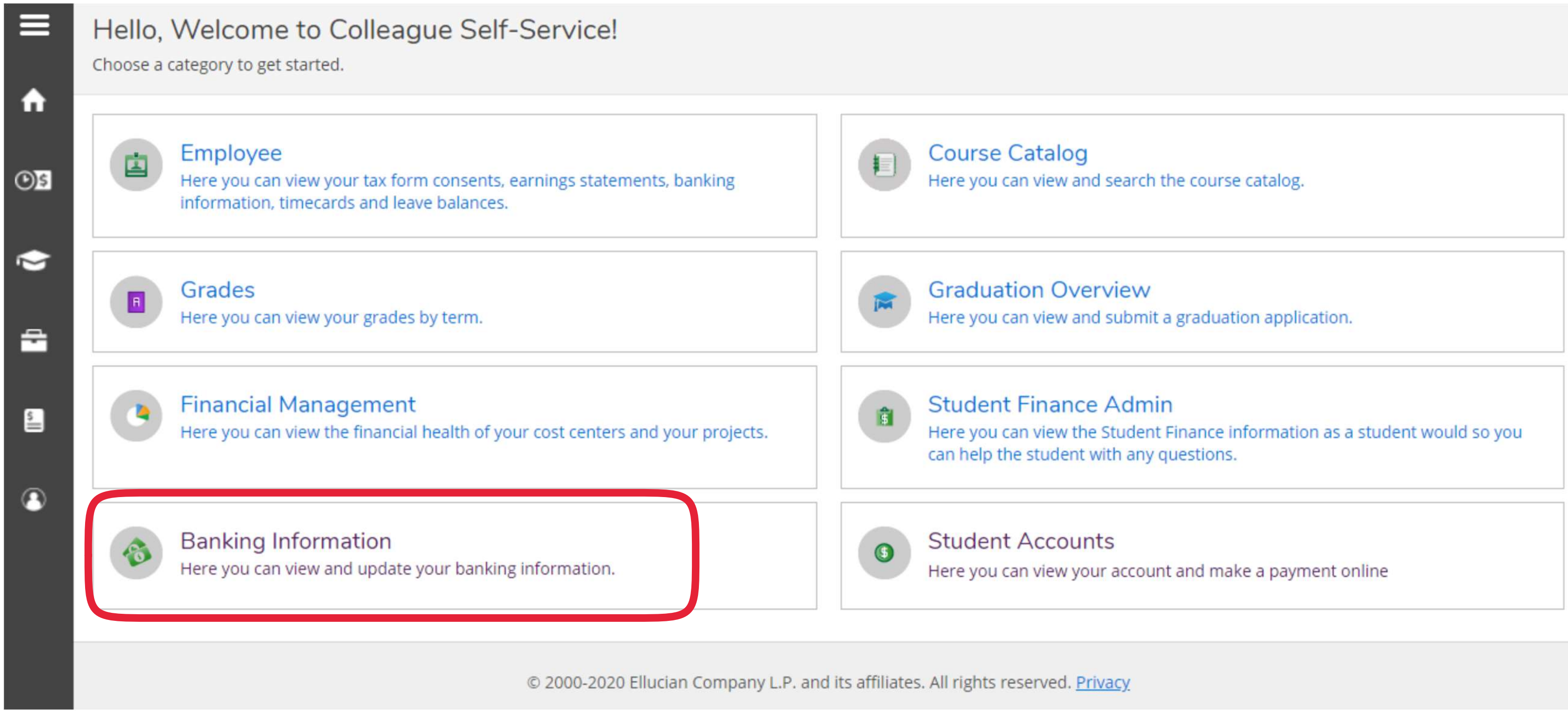
Setting Up Direct Deposit

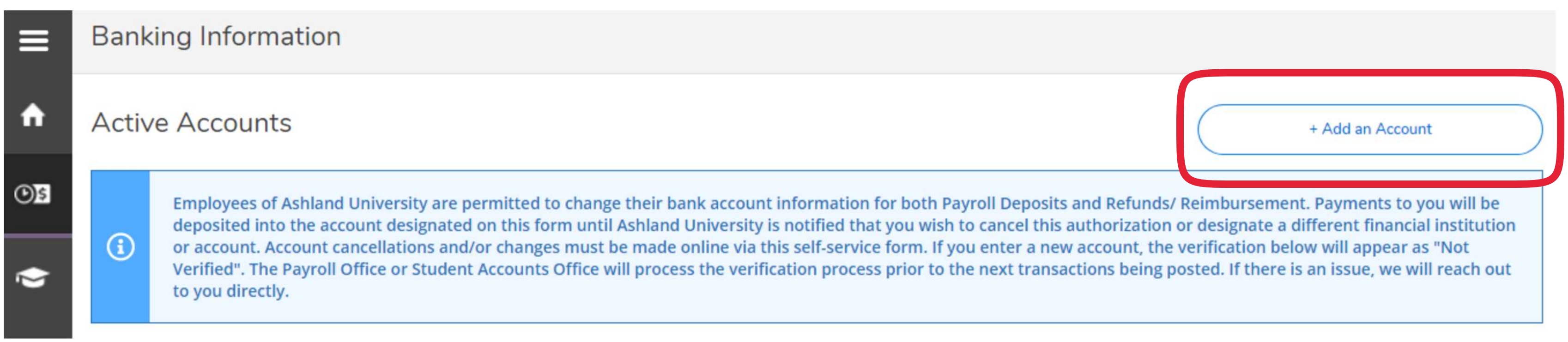
Step 1: Go to selfservice.ashland.edu/Student and enter your login credentials.



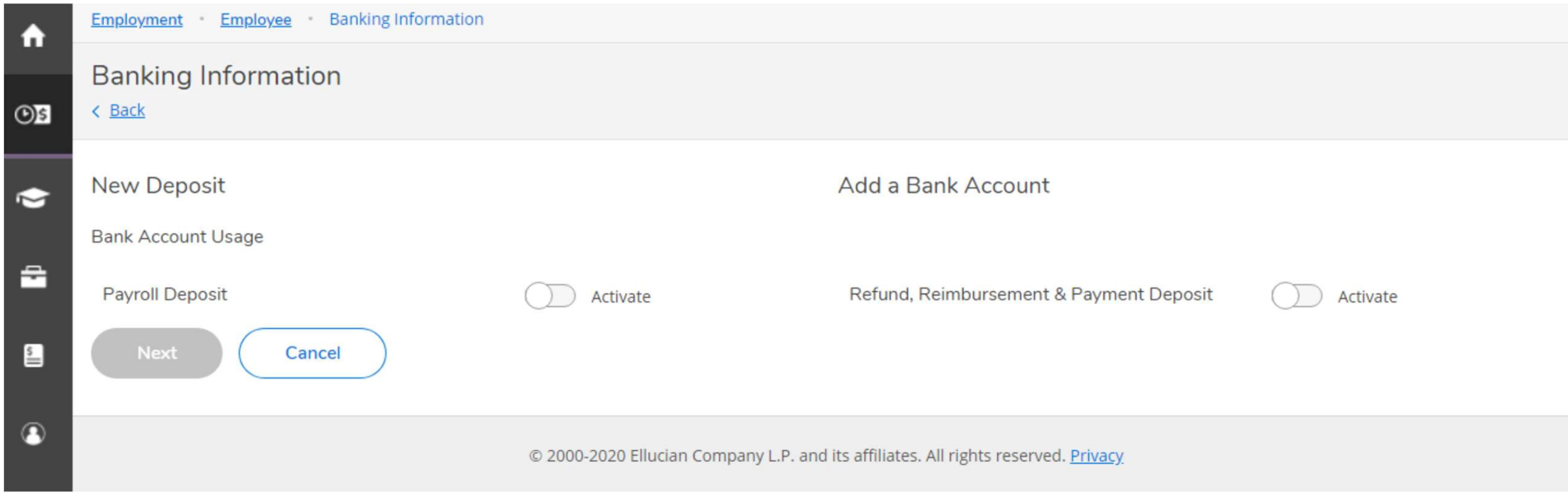
Step 2: On the next page, select Banking Information.



Step 3: Click + Add an Account



Step 4: You will then have the choice to set up direct deposit for payroll and/or refunds. Select which option(s) in which you are setting up direct deposit.



Step 5: Enter in an account nickname, country of bank, routing number, account number, and select account type. Once you are finished click submit. You will then receive an email confirming that you have successfully submitted your banking information. (It may show that the bank information is not verified. This is something that the University will do on our end. You will not have to do anything further to verify.)