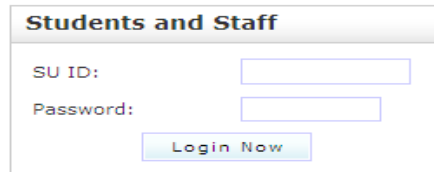


# How to Set-up Direct Deposit

1. Student logs into the e-bill link: [https://secure.touchnet.com/C20180\\_tsa/web/login.jsp](https://secure.touchnet.com/C20180_tsa/web/login.jsp)



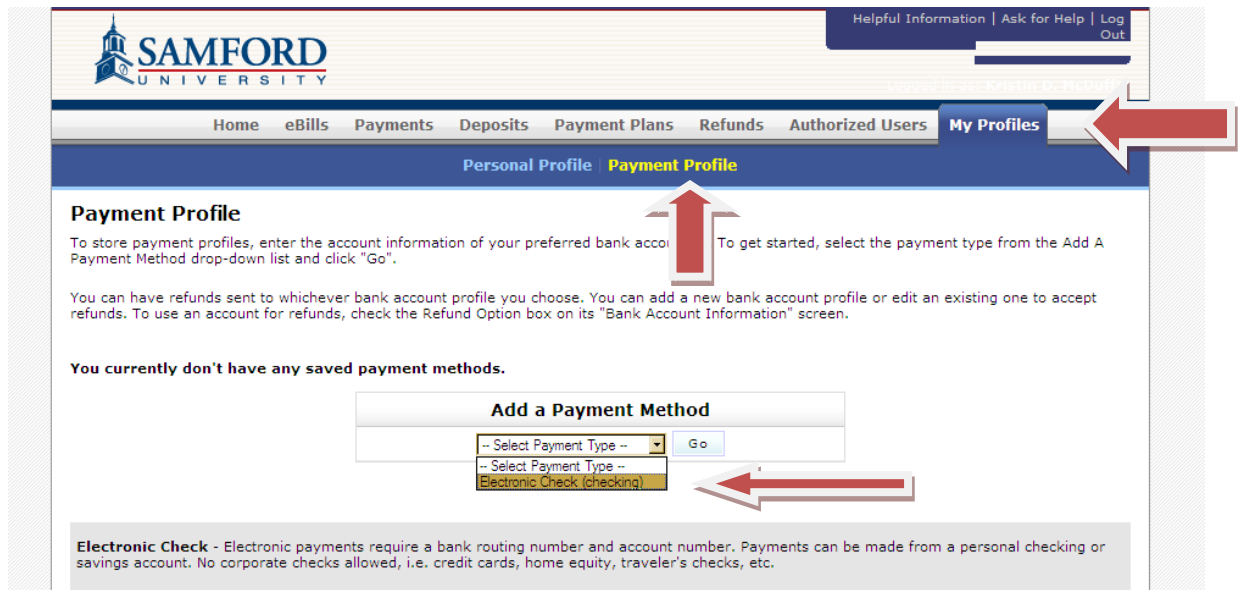
**Students and Staff**

SU ID:

Password:

2. Click “My Profiles” then select “Payment Profile”. Click on drop down box under “Add a Payment Method” then “Select Payment Type” and select “Electronic Check (checking)”. Click the “Go” button.

**ONLY PERSONAL CHECKING ACCOUNTS CAN BE USED TO SET UP DIRECT DEPOSIT.  
ENTER INFORMATION CAREFULLY! INCORRECT ROUTING AND ACCOUNT INFORMATION WILL  
CAUSE YOUR REFUND TO BE DELAYED.**



Helpful Information | Ask for Help | Log Out

Home eBills Payments Deposits Payment Plans Refunds Authorized Users **My Profiles**

Personal Profile **Payment Profile**

### Payment Profile

To store payment profiles, enter the account information of your preferred bank account. To get started, select the payment type from the Add A Payment Method drop-down list and click “Go”.

You can have refunds sent to whichever bank account profile you choose. You can add a new bank account profile or edit an existing one to accept refunds. To use an account for refunds, check the Refund Option box on its “Bank Account Information” screen.

**You currently don't have any saved payment methods.**

**Add a Payment Method**

-- Select Payment Type --

-- Select Payment Type --  
Electronic Check (checking)

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler's checks, etc.

3. Fill in bank account information. **Please check the box for “Refund Option”**. Then click “Save”.

**Bank Account Information**

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Note that only one bank account can be designated to receive refunds. Please choose a meaningful name that will allow you to easily recognize and reuse this payment method in the future.

**Account Nickname:**  (e.g. Primary Checking)

**ABA Routing Number:**  [View Illustration](#)

**Account Number:**

**Confirm Account Number:**

**Accountholder Billing Information**

**Name on Account:**

**International Address?**

**Billing Address:**

**City:**

**State/Province:**

**Zip Code:**

**Refund Option**  Please check here if you would like refunds to be deposited into this account.

4. Read and confirm information, then click “I Agree” and “Continue”.

**Please read the following agreement carefully before you continue.**

I hereby authorize **Samford University** to initiate recurring debit or 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 "NSF" or "Insufficient Funds", I understand that a \$ **28.00** return fee will be electronically debited from my account.

Name: Jane Doe  
Address: 123 Anywhere  
Birmingham, AL 35071  
Depository:   
Routing Number:   
Account Number:

This agreement is dated Thursday, September 24, 2009

For fraud detection purposes, your internet address has been logged.

199.20.23.2 at 09/24/2009 10:54:08 AM CDT

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 [sysadmin@samford.edu](mailto:sysadmin@samford.edu).

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

[Print Agreement](#)

I Agree

5. The Payment Profile page will be updated. The process has been completed.

**STUDENTS ARE RESPONSIBLE FOR TIMELY UPDATE OF DIRECT DEPOSIT INFORMATION SHOULD THEIR CHECKING ACCOUNT INFORMATION CHANGE.**

Helpful Information | Ask for Help | Log Out

Samford University




Home eBills Payments Deposits Payment Plans Refunds Authorized Users **My Profiles**

Personal Profile | **Payment Profile**

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My Payment Methods	Action	Use for Refunds
Direct Deposit	 	<input checked="" type="checkbox"/> 

**Add a Payment Method**

-- Select Payment Type --