

Setting Up Direct Deposit in WU-View:

- Log on to WU-View through MyWashburn (on the Financial Services Tab)
- In WU-View, select the “eRefunds” tab
- Click on “Set Up Account”
- Under Account Type, choose Checking or Savings from the drop down list
- Enter all required information for your bank account and your billing address (see “Some Cautions” below)
- Include a name for the account, i.e., “My Checking” and click on “Continue”
- Read the terms and conditions and review your personal information; print for your records
- If the information is correct, check the “I Agree” box and click on “Continue” to complete the process
- Your direct deposit refund account should now be listed.

Some Cautions:

- When entering banking information, be certain to use the correct 9-digit routing number and your checking or savings account number.
- Double check all numbers to be certain they are accurate. Incorrect information will cause the deposit to be rejected.
- **DO NOT USE** the account number listed on a debit card as your account number. Although your debit card is tied to your bank account, your bank uses a different number for direct deposits. Using the account number on a debit card will cause your deposit to be rejected.
- If using a savings account for a direct deposit, please check with your bank for the appropriate account number.
- If a direct deposit is rejected, a check will be generated to replace the deposit *only after the University’s bank has notified the Business Office that the deposit was rejected.*
- If a direct deposit is rejected, the Business Office will remove the direct deposit account from the student’s profile in WU-View to prevent further rejections. After the direct deposit account is removed, a new direct deposit account may be set up in WU-View.

Using Your Washburn iCard for Direct Deposit Refunds:

- **IMPORTANT: You are not required to open an account with U.S. Bank in order to receive direct deposit refunds.** Students may use their existing checking or savings accounts for direct deposit refunds by following the steps above. If you do not have an account to use for direct deposits or if you do not wish to use your own checking or savings account, you can follow the steps below to apply for a checking account through U.S. Bank to for direct deposit refunds:
 - First visit the Ichabod Service Center in the Memorial Union to get an iCard or to upgrade to the new iCard that can also be used for refunds (it has two magnetic strips on the back).
 - Sign up for a U.S. Bank Student Checking account by going to www.usbank.com/washburn. Please read through the terms and conditions of the account you wish to open. Once your checking account is opened, follow the steps noted above to set up direct deposit in WU-View and receive refunds on your iCard.
 - When you receive direct deposit refunds on your iCard you can then use your iCard like a debit card for your U.S. Bank Student Checking account. A surcharge-free ATM machine is available on each campus for your convenience.
- **IMPORTANT:** Students applying for a U.S. Bank Student Checking account will not receive direct deposit refunds any faster than students using their own checking or savings account for direct deposits.
- **IMPORTANT:** Bod Bucks and/or Dining Dollars on your iCard are not part of the U.S. Bank Student Checking account and are accessible only at designated places on campus.