

# TO SIGN UP FOR DIRECT DEPOSIT

From the TTU home page: <http://www.tntech.edu/>

Select:  Box

From options displayed on the next screen, select:   
(Under Student Services)

Enter:  (your "T" number)

Click :

From the **Main Menu**

Click the following links: **Student**

**Student Account**

Choose: *Enter/View Direct Deposit Information...*

***This will direct you to the payment site***

Choose: **Refunds** (located below TTU header)

Click on: **Payment Profile**

Using the drop down box, choose electronic check (checking/savings) as the payment type:

**Add a Payment Method**

Click on:

Complete the **Bank Account Information** page---***see back of this page for example***

Be sure to check  **Refund Option** at the end of this page to indicate that you would like any available refunds/excess aid to be deposited into this account.

Click on:  to complete sign up

If the system requests you to correct any invalid entries on this form, be sure **Refund Option** is  checked again before saving.

***IF YOUR BANK ACCOUNT OR BANKING INFORMATION SHOULD CHANGE IN THE FUTURE, PLEASE REMEMBER TO UPDATE THIS INFORMATION.***