

ACH Activation/Cancellation for AP refunds

Activation Instructions

Students must sign up for ACH deposit through either myWeb or webCentral

myWeb--Enter Secure Area with student ID and password

Select the following options:

Personal Information

Add/Change Bank Account Info

Insert New

Enter Bank account information

Check the *Student Refund/Accounts Payable* box

Save

webCentral—Enter webCentral with student ID and password

Select the following options:

Student tab

Update Bank Account under Personal Information

Insert New

Enter Bank account information

Check the *Student Refund/Accounts Payable* box

Save

Cancellation Instructions

Students must cancel ACH deposit in person at the Bursar's Office

Student must have student ID and ACH Cancellation Form to cancel ACH

Once ACH Cancellation Form is received by the Bursar's Office, the ACH will be inactivated.

Requests will be processed within 24 hours.

ACH Cancellation Form

Date:

Name:

Student ID#:

By signing this form I understand that I am cancelling all tuition account refunds by ACH deposit, and by doing so I also understand that I will receive all future refunds by check.

If in the future, I wish to receive refunds by ACH deposit, I will need to sign up for ACH deposit through either my myWeb account or my WebCentral page as stated above.

Student Signature:
