

Direct Deposit ACH Activation/Cancellation for AP refunds

Activation Instructions

Students must sign up for direct deposit through PioneerWeb

Sign into PioneerWeb

1. Select Student Tab
2. Locate My Statement section in the center of the page
3. Select Direct Deposit Information
4. Select Insert New
5. Enter Bank account information, please refer to a CHECK to fill out the bank routing number and account number information.
6. Check the Student Refund/Accounts Payable box
7. Once complete, select Save

All refunds due to the student will be direct deposited to the bank account indicated on the sign up screen.

Refunds are generated on Tuesdays and Thursdays. Most banks will process your direct deposit refund within 1-2 business days.

Students must have a valid active address on file in order for any refund to be processed.

The University of Denver will terminate the agreement if it is unable to deposit funds to the account.

Cancellation Instructions

You may cancel direct deposit of Student/Accounts Payable Refunds at any time by filling out the Direct Deposit ACH Cancellation Form and returning the form in person to the Bursar's Office. You must have both the cancellation form AND your student ID to process the request. Faxes will not be accepted. Once the Direct Deposit ACH Cancellation form is received by the Bursar's Office, the direct deposit will be inactivated. Requests will be processed within 24 hours.

Direct Deposit ACH Cancellation Form

Date: _____

Name: _____

Student ID#: _____

By signing this form I understand that I am cancelling all tuition account refunds by direct 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 direct deposit, I will need to sign up for direct deposit through PioneerWeb as stated above.

Student Signature: _____