



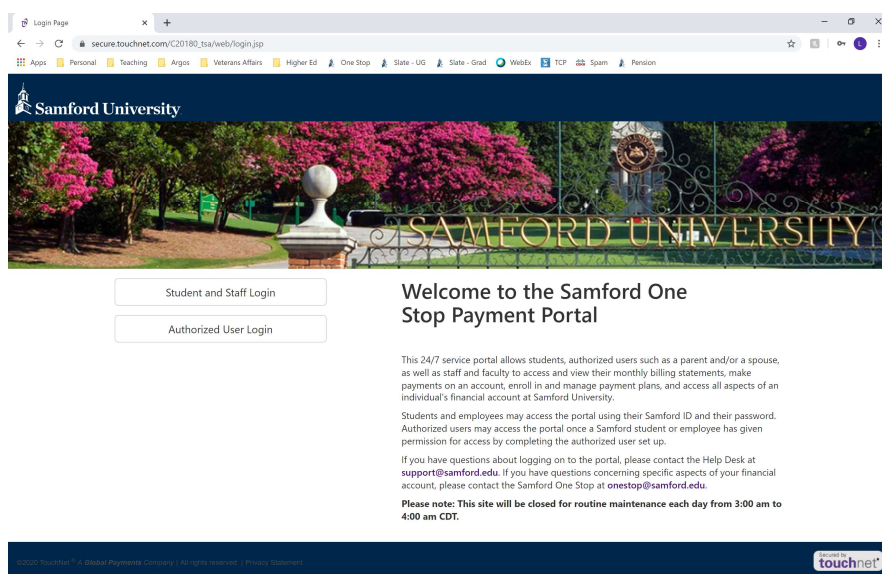
One Stop

Samford students... If you are due a refund, we want you to be able to access those funds as quickly as possible once they are made available. The best way to ensure this is the case is to sign up for or confirm you have already signed up for direct deposit.

By signing up for direct deposit, any refund owed to you from Samford will be sent to the financial account of your choosing. We recommend all students establish direct deposit as your preferred method of receiving funds from Samford. It is the most secure and quickest method to receive funds. Below are the steps for signing up.

Tip: You may use any personal checking or savings account. Do not enter other accounts, such as a money market account, HELOCs, corporate account, credit cards, or traveler's checks. If you already have direct deposit established, please double check the account that is being used. If the account is closed or not the one you want to use, you should change it immediately.

1. Go to www.samford.edu/go/ebill



2. Log in with your Samford Username/ID and Password

3. Click on “Refunds” link at the top of the home page

Samford University

Logged in as: Lane M. Smith | Logout

My Account Make Payment Payment Plans Deposits **Refunds** Help

Announcement

This site will be closed for routine maintenance each day from 3:00 am to 4:00 am CDT.

Next Payment Due
April 5, 2020

Next Statement Available
April 10, 2020

TAX DOCS Instructions for granting an authorized user access to your 1098-T can be found [here](#).

If you have a family member or friend who should receive statements on your behalf and/or be able to access your account, please add them as an **authorized user**. Use the link under "My Profile Setup" to the right to do so.

Sign up for **direct deposit refunds** by clicking on the "electronic refund" link on the right side of the page. Then click the green "Set Up Account" button on the following page to start the process.

You have a late installment payment that needs to be paid immediately. [View Plan](#)

I would like to pay... Select Option

Student Account ID: xxxxx9822

Balance \$200.00

Payment Plans

SPRING 2020a \$200.00

Description	Due Date	Amount	Action
Installment 1 of 3	3/15/20	\$66.67	Go
Installment 2 of 3	3/22/20	\$66.67	Go
Installment 3 of 3	3/29/20	\$66.66	Go

\$0.00

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds

4. If you have not set up direct deposit, you'll see a green “Set up account” button on the refund page. Click that button and follow the prompts to set up direct deposit.

Samford University

Logged in as: Lane M. Smith | Logout

My Account Make Payment Payment Plans Deposits Refunds **Help** **My Profile**

eRefunds

Your changes have been saved.

eRefunds puts money in your account... FAST!
No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.
Refund amount will be based on the status of your account at the time the refund is processed. Charges could be posted to your account after this refund is disbursed resulting in a balance owed. I agree to pay any balance that may result.

Current Refund Method

A Direct Deposit account for refunds has not been set up.

Refund History for Lane M. Smith

Date	Time	Type	Reference Number	Amount(\$)
6/18/12	09:34:41	ACH	44702	-135.00
7/26/19	09:28:59	ACH	180261	-4.00
7/26/19	09:29:03	ACH	180265	-11.00
7/26/19	09:29:06	ACH	180266	-1.00
8/5/19	10:00:37	ACH	180783	-4.00

5. If you don't see the green button, instead you see a gear like this , click the gear and check your direct deposit settings.
6. **PLEASE NOTE:** You will need the bank routing number and the account number in order to set up direct deposit. See the example below on where to find this information. If you have questions about the routing number or account number, please contact your

bank/credit union/financial institution for assistance. See the “Tip” above for information on what types of accounts are allowed.

ABA Routing Example

The diagram shows a check form with the following fields: "Your Name" (1234 Main St, Any Town, USA 12345), "Pay To The Order Of", "Your Bank Name" (Address of Your Bank, Any Town, USA 12345), "Date", "\$ 1234", and "DOLLARS". The "For" field contains the MICR line: "⑆ 123456789 ⑆ ⑆ 000123456789 ⑆ 1234". Below this line, three yellow boxes with arrows point to specific parts: "Routing Number" points to "123456789", "Account Number" points to "000123456789", and "Check Number" points to "1234". Below the "Check Number" box, the text "DO NOT USE" is written.

Please enter your banking information as shown in the example above.

- **Routing number** - always comes first and is exactly 9 digits.
- **Account number** - varies in length. May appear before or after the check number. Include any leading zeros, but omit spaces and non-numeric characters.
- **Check number** - is not needed. Do not include the check number.

It is important to enter your banking account information accurately, or your payment cannot be successfully completed. If you have questions, please contact your bank.

DO NOT enter your debit card number.

If you have any questions about direct deposits, please contact us at OneStop@samford.edu.