

# Setting up Direct Deposit

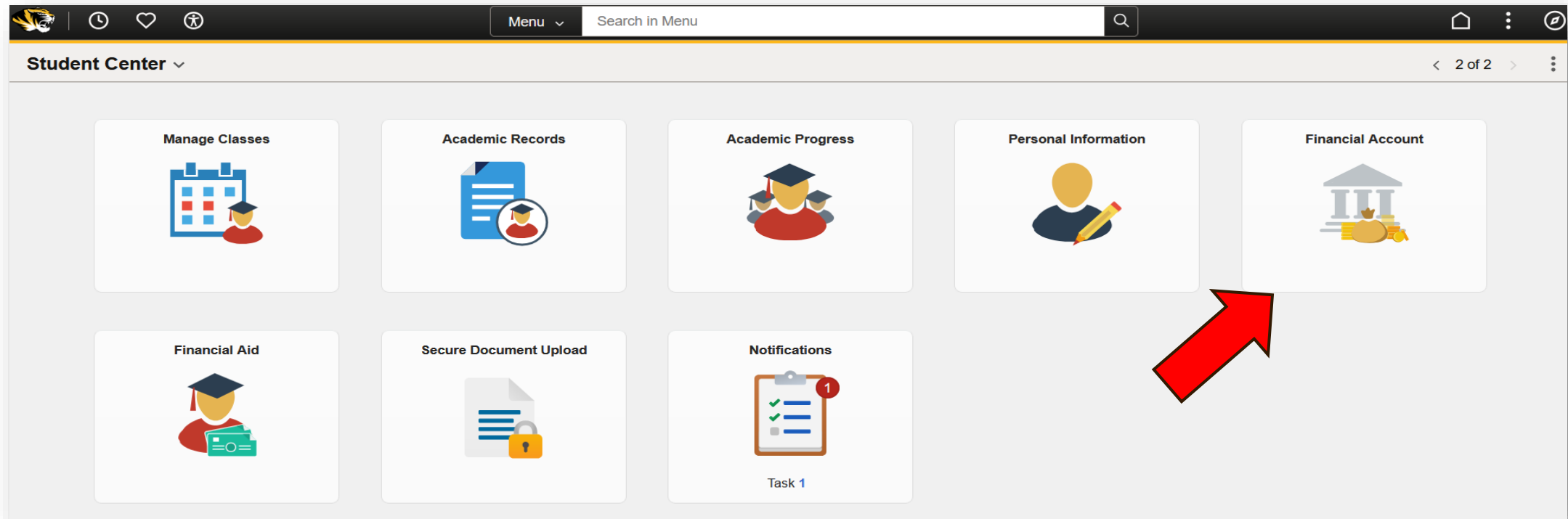
Step-by-Step Guide



Cashiers Office  
University of Missouri

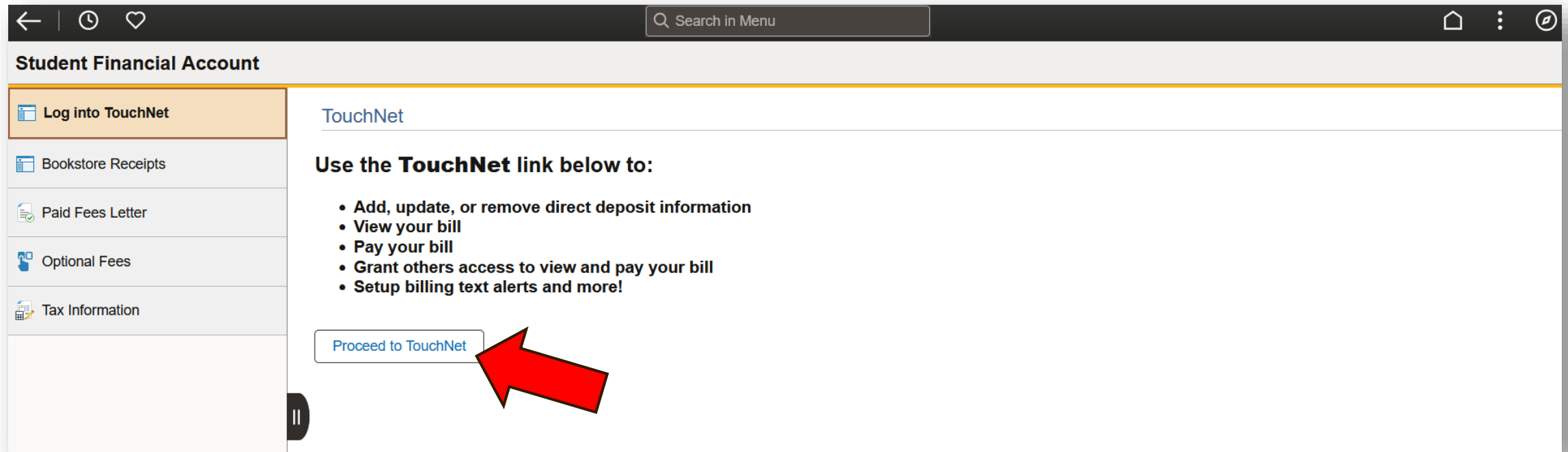
## Setting up Direct Deposit

Step 1: Navigate to <http://myzou.missouri.edu> and select the “Financial Account” tile.



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Step 2: Select “Log into TouchNet” and click “Proceed to TouchNet.”



The screenshot shows a mobile application interface for a "Student Financial Account". At the top, there is a navigation bar with a search box labeled "Search in Menu". Below the navigation bar, the page title "Student Financial Account" is displayed. On the left side, there is a vertical menu with several options: "Log into TouchNet" (highlighted in orange), "Bookstore Receipts", "Paid Fees Letter", "Optional Fees", and "Tax Information". The main content area on the right is titled "TouchNet" and contains the following text:

**Use the TouchNet link below to:**

- Add, update, or remove direct deposit information
- View your bill
- Pay your bill
- Grant others access to view and pay your bill
- Setup billing text alerts and more!

Below the list, there is a button labeled "Proceed to TouchNet". A large red arrow points to this button, indicating the next step in the process.



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Step 3: Before adding your Direct Deposit account, ensure that you have completed your Two-Step Verification in your Security Settings.

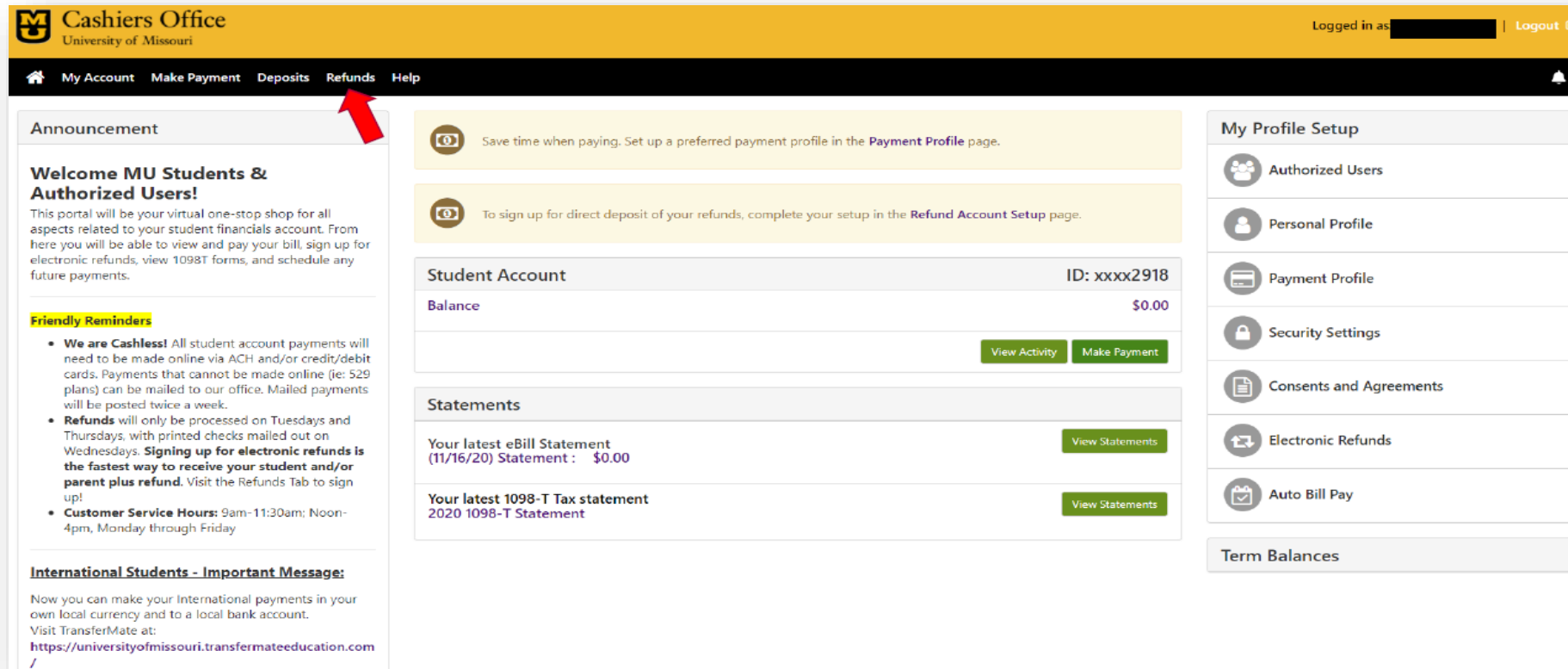
The screenshot shows the Cashiers Office website interface. At the top, there is a yellow header with the 'M' logo and 'Cashiers Office University of Missouri'. On the right side of the header, it says 'Logged in as [redacted] | Logout'. Below the header is a navigation bar with links: 'My Account', 'Make Payment', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into several sections:

- Announcement:** A section titled 'Welcome MU Students & Authorized Users!' with a paragraph of text and a 'Friendly Reminders' section containing three bullet points about cashless payments, refund processing, and customer service hours.
- Student Account:** A section showing 'ID: xxxx2918' and 'Balance \$0.00'. It includes 'View Activity' and 'Make Payment' buttons.
- Statements:** A section with two entries: 'Your latest eBill Statement (11/16/20) Statement : \$0.00' and 'Your latest 1098-T Tax statement 2020 1098-T Statement', each with a 'View Statements' button.
- My Profile Setup:** A vertical list of menu items: 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Security Settings' (highlighted with a red arrow), 'Consents and Agreements', 'Electronic Refunds', and 'Auto Bill Pay'.
- Term Balances:** A section at the bottom right.



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Step 4: Once your Security Settings are complete, click on “Refunds” at the top of the screen.



The screenshot displays the Cashiers Office website interface. At the top, the logo for the Cashiers Office, University of Missouri, is visible on the left, and the user is logged in on the right. A navigation bar contains the following items: My Account, Make Payment, Deposits, Refunds, and Help. A red arrow points to the 'Refunds' link. Below the navigation bar, the page is divided into several sections:

- Announcement:** A section titled "Welcome MU Students & Authorized Users!" with a sub-header "Friendly Reminders" containing a list of important notices regarding cashless payments, refund processing times, and customer service hours.
- Student Account:** A section showing the account ID as "xxxx2918" and a balance of "\$0.00". It includes buttons for "View Activity" and "Make Payment".
- Statements:** A section listing the latest eBill Statement (dated 11/16/20) and the latest 1098-T Tax statement, both with "View Statements" buttons.
- My Profile Setup:** A vertical sidebar on the right containing links to various account management options: Authorized Users, Personal Profile, Payment Profile, Security Settings, Consents and Agreements, Electronic Refunds, and Auto Bill Pay.
- Term Balances:** A section at the bottom of the sidebar.



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Step 5: Select “Set up New Account” to create a Refund account.

The screenshot displays the 'eRefunds' page on the University of Missouri Cashiers Office website. The page header includes the 'Cashiers Office University of Missouri' logo and a 'Logged in' status. A navigation bar contains links for 'My Account', 'My Profile', 'Make Payment', 'Deposits', 'Refunds', and 'Help'. The main content area is titled 'eRefunds' and features a sub-header 'eRefunds puts money in your account... FAST!' followed by explanatory text and a note about credit card payments. Below this is a 'Refund Methods' section with a message 'No Refund Method Selected.' and a 'Direct Deposit' section with the text 'Typically received in 1-2 business days' and 'Funds will be transferred to the personal checking or saving account of your choice.' A message box states 'A Direct Deposit account for refunds has not been set up.' and contains a green button labeled 'Set up a new account', which is pointed to by a red arrow. At the bottom, an 'eRefunds History' section shows 'You have no past refunds.'



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### Step 5:

Enter your bank account information and select “Continue”.

Once complete, your refund account will show up under your Refunds page

The screenshot shows a web application interface for setting up a refund account. The main heading is "Set Up Refund Account". Below it is the "Account Information" section. A yellow callout box contains instructions: "You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check." The form includes several required fields: "\*Name on account:" (text input), "\*Account type:" (dropdown menu with "Select account type" selected), "\*Routing number: (Example)" (text input), "\*Bank account number:" (text input), and "\*Confirm account number:" (text input). To the right, there is a checkbox labeled "Set as your preferred payment method. You can choose a different payment method prior to submitting any payment." and a text input field for "Save payment method as: (example My Checking)". At the bottom right of the form are "Cancel" and "Continue" buttons. The background shows a blurred view of the "eRefunds" page with a "Refund Method" section.



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### Step 6:

Review the information entered in the Refund agreement.

*If all is correct, select "I Agree".*

**Set Up Refund Account**

I hereby authorize **University of Missouri** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$20.00** return fee will be added to my student account.

Name: **My Checking**

Address:

Depository: [REDACTED]

Routing Number: [REDACTED]

Account Number: xxxxx442

This agreement is dated 04/26/2022 10:54:16 AM CDT.

For fraud detection purposes, your internet address has been logged: 161.130.189.181 at 04/26/2022 10:54:16 AM CDT

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

To revoke this authorization agreement you must contact: [4cash@missouri.edu](mailto:4cash@missouri.edu)

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

[Print Agreement](#) [Cancel](#) [Continue](#)





# Questions?

For more information contact Mizzou's Cashiers Office:

## Cashers Office

University of Missouri-  
Columbia  
325 Jesse Hall  
Columbia, MO 65211

## Office Hours

Monday – Friday  
8:00AM – 5:00PM CST

## Call Center Hours

Monday – Friday  
8:30am – 11:30AM &  
12:00PM – 4:30PM CST

Phone: (573) 882-3097  
Fax: (573) 882-4453

Self Service Portal:  
[mizzou.us/askcashiers](http://mizzou.us/askcashiers)

