

# HOW TO SIGN UP FOR DIRECT DEPOSIT IN PAWS

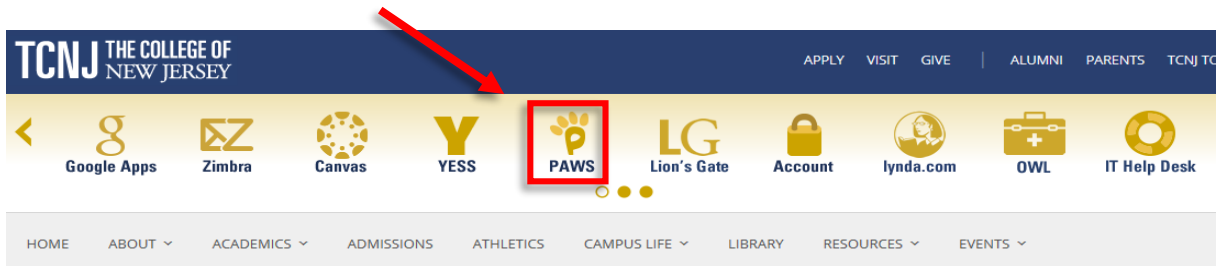


Students could be issued a monetary refund if there is an overage on their account from federal loans, scholarships, or amount of pocket payments. You have the option to have this refund direct deposited into your bank account rather than receiving a paper check to your home address.

Please note that a refund generated by a Parent PLUS Loan will be sent directly to the parent since the loan is under the parent's name.

**\*Be sure to do this before the refund process begins to guarantee that the refund will be direct deposited\***

1. Visit the TCNJ homepage — <http://tcnj.pages.tcnj.edu/>
2. Click the **TCNJ TODAY** in the top right hand corner of the page.
3. Click on the **PAWS icon** in the top center of the menu bar.



TCNJ Today



4. Login with your **TCNJ Username** and **Password**.



PAWS

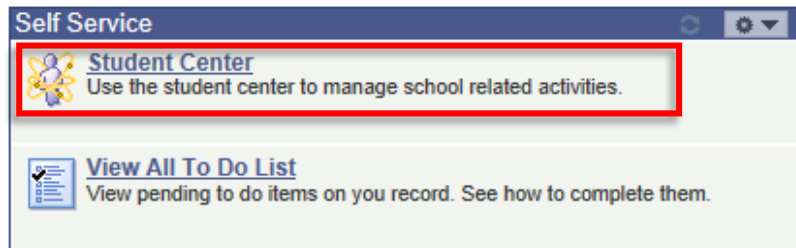
TCNJ Username

Password

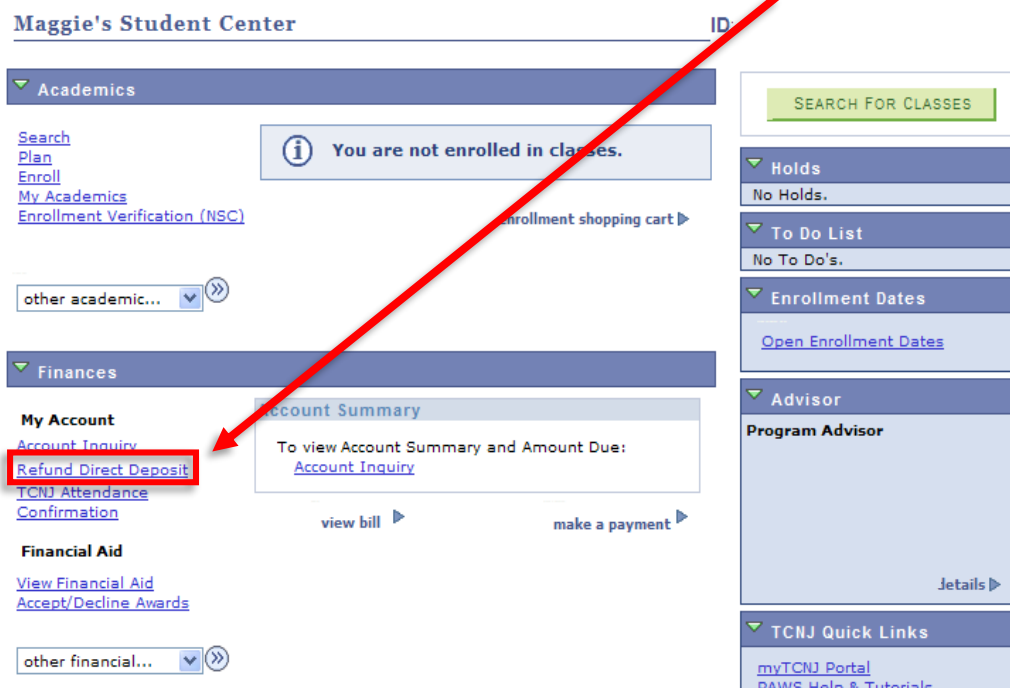
Sign In

Account Manager

5. In the Self Service box, click the **Student Center** link



6. Look under the blue line titled **Finances** and click on **Refund Direct Deposit**.



7. Please fill in your appropriate banking information including your **routing and checking / savings account number** and click **Save**.

Instructions: DIRECT DEPOSITS WILL BEGIN SEPTEMBER 2009

1. Fill in all information, recording the transit routing number, account number and whether to deposit to a checking or savings account is being requested.
2. Click the save button to record your banking information.

Important Reminders:

1. When any ACH deposits are made to a student's account, a confirmation email will be sent to the TCNJ student email address with the detailed refund information.
2. Accuracy of the information provided by you (the student) is critical to ensure your funds are applied appropriately to the account you indicate.
3. All new or modified direct deposit requests will be effective on the first refund date following receipt of this request (in the interim a check will be produced).
4. Timely requests to terminate a direct deposit will be effective on the first refund date following notification.
5. Failure to update your information electronically in a timely manner of changed or closed accounts may substantially delay the receipt of refunds if funds are deposited into closed accounts.

Beneficiary Bank

Account Type

Routing Number  [How to find Routing and Account numbers](#)

Re-enter Routing Number

Account Number

Re-enter Acct Number

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