

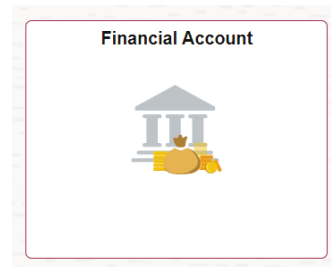


Refund Direct Deposit Profile

How to Set up a Refund Direct Deposit profile

You are encouraged to set up a Refund Direct Deposit profile. This profile allows the University to deposit (not withdraw) funds electronically into your checking or savings account when a credit balance is created on your student account. Credit balances are a result of overpayments or financial aid in excess of charges.

- 1.) Log into LOCUS and access the "Financial Account" tile and then select "Refund Direct Deposit Profile" from the menu on the left.



- 2.) Fill out the information required.
Select Checking or Savings.
Enter your Routing Number (9 digit) and Account Number.
Read the Agreement, check the box.
Click "Save"

Financial Account - LUC

- Make a Payment
- Account Summary By Term
- View e-Bill(s)
- Installment Plan - iPlan
- Create Itemized Statement
- Payment Profile
- Refund Direct Deposit Profile**
- View 1098-T
- Campus Card
- Student Health Insurance
- Dewar Tuition Insurance

Direct Deposit

*Account Type:

Account Status: [\(Contact Office of the Bursar to Inactivate\)](#)
[View Check Example](#)

Current Routing Nbr: Confirm Routing Nbr:

New Routing Nbr: Confirm Routing Nbr:

Current Account #: Confirm Account #:

New Account #: Confirm Account #:

Last Updated By: Last Updated On: ...

I hereby authorize Loyola University of Chicago "LUC" to initiate credit entries to my Checking or Savings account indicated above. I further authorize LUC and the financial institution named above to debit or credit my account if a transaction was processed in error.

This authorization is to remain in full force and effect until LUC has received written notification from me of its termination in such time and in such manner as to afford LUC and the financial institution a reasonable opportunity to act.

Yes, I have read the agreement