Student Self Service: Direct Deposit

How to set up your Direct Deposit information online:

1. Go to MyOntarioTech and click on Current Students
2. Click on Direct Deposit Information located under Personal Information
3. Sign in using your student number and network password.
4. Click Add New to add your direct deposit information
5. In the Add Accounts Payable Deposit popup, Enter your banking information
    a. **Bank Routing Number:** The first three digits of a valid institution number followed by a valid transit number
    b. **Account Number:** Enter a valid account number
    c. **Bank Name:** This field is auto populated
    d. **Account Type:** Choose from the drop-down list
6. Check the authorization textbox and click Save New Deposit.
7. The information you entered is saved as **Prenote** status.
8. An email will be sent to your ontariotechu.net email address notifying you to submit the backup document to deposits@ontariotechu.ca for verification. (i.e. a copy of a void cheque or a Direct Deposit Authorization form from the bank)
9. Once the backup is verified, the status of the banking information will change to Active. You will be informed when the banking is verified.

Note: This functionality is not currently available to student who is also an employee of the university. Please contact payroll@ontariotechu.ca to have your Direct Deposit information added/updated if you are an employee.

How to update your Direct Deposit Information online:

To update, you need to delete the existing account and add a new one. To delete the existing Direct Deposit information:

1. On the Account Payable Deposit window, check the banking information you wish to delete and click Delete
2. A yellow message will be displayed on the top right corner confirming if you want to delete the deposit information. Click Delete to remove the account

Note: You will only be able to delete Direct Deposit information when the status reads Active, if the status is Prenote, email deposits@ontariotechu.ca and attach the backup document for the information to be updated.

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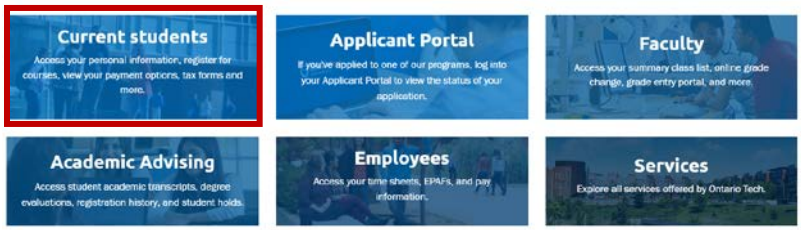
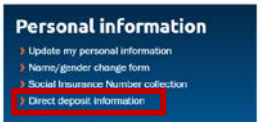
Steps	Page View
1. Go to MyOntarioTech and click on Current Students	
2. Click on Direct Deposit Information	
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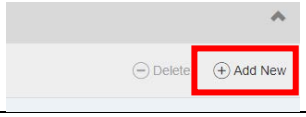
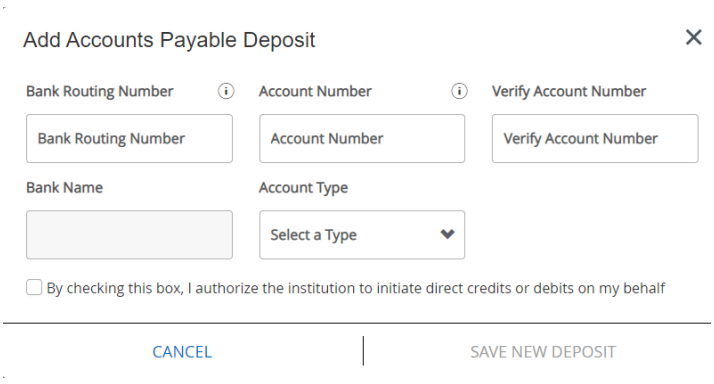
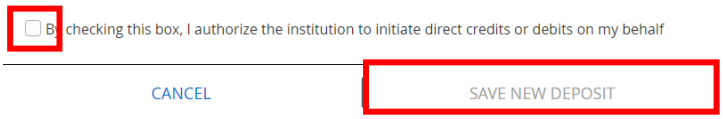
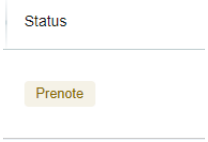
4. Click Add New to add your direct deposit information	
5. In the Add Accounts Payable Deposit popup, Enter your banking information a. **Bank Routing Number:** The first three digits of a valid institution number followed by a valid transit number b. **Account Number:** Enter a valid account number c. **Bank Name:** This field is auto populated d. **Account Type:** Choose from the drop-down list	
6. Check the authorization textbox and click Save New Deposit. *Note: This button is not available until the disclaimer checkbox is checked*	
7. The information you entered is saved as **Prenote** status *Note: You cannot add more than one Accounts Payable Deposit*	

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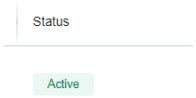
9. Once the backup is verified, the status of the banking information will change to Active. You will be informed when the banking is verified	

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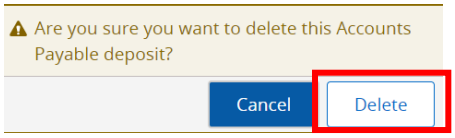
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