

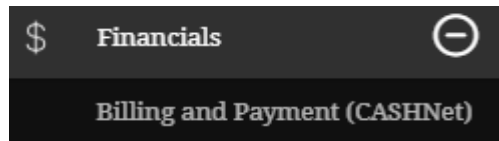
Azusa Pacific University

GRADUATE AND PROFESSIONAL CENTER

How to sign up for Electronic Funds Transfer (Direct Deposit)

Signing up for Electronic Funds Transfer (Direct Deposit) is a simple and quick process that will allow you to receive your financial aid refund much faster than waiting for a refund check to be printed and mailed out. The initial enrollment process will take a **minimum of 3 business days** from when you sign up before you are able to receive your first deposit. Refunds generated before the initial enrollment process is completed will be mailed out as a check. Follow the instructions below to enroll in Direct Deposit:

Step 1: Login to home.apu.edu, click on the “Financials” link under My Links. Then select Billing and Payment CASHNet.



Step 2: Once in CASHNet, click on the “Enroll in eRefund” link under the Electric Refunds (ACH) section.



Step 3: Enter all required account information and click continue.

Electric Refund Signup

Enter your bank account information

Name for this Account	<input type="text" value="KE-DD"/>	* ex: 'My Checking' or 'Savings Acct'
Account Holder Name	<input type="text" value="John J. Roberts"/>	*
Account Type*	<input checked="" type="radio"/> Checking <input type="radio"/> Savings	
New Account Number	<input type="text" value="123456789"/>	*
Confirm Account Number	<input type="text" value="123456789"/>	*
Routing Transit Number	<input type="text" value=""/>	* What are my Routing Transit and Account Numbers?

Step 4: Review account information and Terms and Conditions. Agree to the Terms and Conditions and click submit.

Please confirm the following banking information and agree to the terms below. Clicking on Submit will update your eRefund information.

Account Name:	KE-DD
Account Holder Name:	John J. Roberts
Account Type:	Checking
Account Number:	XXXXX6789
Routing Transit Number:	121000358
Bank Name:	BANK OF AMERICA, N.A., HENRICO, VA

Please read and indicate your agreement to the following terms and conditions by checking the box below.

Terms and Conditions [Printable Agreement](#)

contact Financial Aid Disbursements of the University.
2. I hereby authorize and request Azusa Pacific University to electronically deposit my student account refund and/or credit corrections directly in the account and financial institution indicated above. I understand that Azusa Pacific University is not responsible for any financial liability that may result from

* I agree **1) Click to agree**

2) Click to submit