

Student Refunds U-Online Self-Service Direct Deposit Bank Account Guide



As an active UNE student, you can establish and manage your Student Refund (Accounts Payable) direct deposit account via U-Online.

If you have questions or need assistance, please contact Accounts Payable:
E-mail: ap@une.edu Phone: (207) 602-2343

To access U-Online Self-Service Direct Deposit:

- Log into U-Online and select the Personal Information tab, select the Personal Information and Settings option and then select the Direct Deposit Allocation option.



Personal Information Student Services Student Financial Services Employee Services Applicant Services

Search

Direct Deposit Allocation

The following accounts are listed in the order in which your pay will be distributed.

✓ There are no payroll records with direct deposit information.

[Add New Direct Deposit](#)

On the Direct Deposit Allocation page:

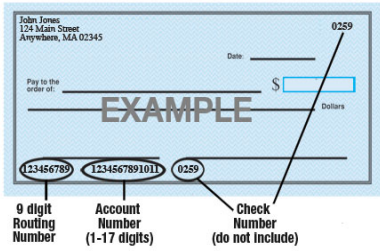
Select> Add New Direct Deposit

Search Go

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Update Direct Deposit Allocation

Select a bank name to change an existing record, or select different priorities and the reorder button to change the order of existing records. Enter the bank routing number and account information to add a direct deposit, then choose Save.



NOTE: By using this page, you agree to the terms and conditions below:

Terms and Conditions:

I authorize the University to process payments due for payroll and expense/tuition reimbursements via direct deposit. I authorize the University of New England to automatically deposit funds owed to me in a U.S. checking and/or savings account as specified in U-Online.

I authorize the University to debit my account only for the purpose of correcting an erroneous credit previously deposited to my account, provided that prior to and/or simultaneously to that correction the University has notified me in writing the reason for the change.

Payroll Allocation:

Bank Name Routing Number Account Number Account Type Priority Amount or Percent Status

* - indicates a required field.

Add Allocation:

Bank Routing Number: * 211274450 TD BANK, NA
 Account Number: * 999999999
 Account Type: Saving
 Amount or Percent: Percent
 Payroll Deposit:
 Accounts Payable Deposit:

Save

[Direct Deposit Allocation](#)

Payroll Allocation:

Bank Name Routing Number Account Number Account Type Status Address Type Address Sequence Note
 TD BANK, NA 211274450 999999999** Checking 1 100.00% Active

An Accounts Payable bank can be shared with a Payroll direct deposit, however, only one Accounts Payable deposit can exist in Prenote or Active Status.

Accounts Payable Deposit:

Bank Name Routing Number Account Number Account Type Status Address Type Address Sequence Note
 TD BANK, NA 211274450 999999999 Checking Active ** Account also used in Payroll Allocation.

* - indicates a required field.

Add Allocation:

Bank Routing Number: *
 Account Number: *
 Account Type: Saving
 Remaining Amount:
 Amount or Percent: Percent
 Payroll Deposit:
 Accounts Payable Deposit:

Save

To establish your Student Refund direct deposit bank account:

In the "Add Allocation" section enter:*

- Bank Routing Number**
- Account Number
- Account Type (choose checking or savings)
- Select "Accounts Payable Deposit"
- Save

*Because Accounts Payable direct deposit payment can be allocated to only **one** bank account, the user must first delete the existing Accounts Payable direct deposit allocation prior to adding a new allocation if applicable.

**If your bank name doesn't appear when you enter the Bank Routing Number, contact the Payroll Office at payroll@une.edu or 602-2235 to set up that bank in U-Online.

Important: After saving your bank account entry as noted above, review in the "Accounts Payable Deposit" section your routing and account number for accuracy.

Select> Exit

You've completed the process.