

# HOW TO SET UP DIRECT DEPOSIT



## CONTACT BANK

Before you do anything, contact your appropriate bank institution for the account and routing number.



## LOG ON TO YOUR MYUW

Go to <https://my.uw.edu>. Enter in your NetID and Password. You will be directed to the front page of MyUW.



## GO TO THE TUITION CHARGE STATEMENT

You can access this through clicking on the accounts link located on the left side or by clicking on the link located within the "Quick Links."



## LOCATE THE LINK TO DIRECT DEPOSIT

The link to sign up for direct deposit will be located on the very top of the page. It will be located between "Financial Aid Status" and "Short-Term Loan" links.



## ENTER IN THE NUMBERS

Once directed to the "Direct Deposit Transfer" page, you will see two blank spaces. Enter in the Bank Routing and Bank Account Number into those spaces.



## CLICK, CHECK, & SUBMIT

Make sure to click the "YES" bubble at the top and the correct bubble for the "Type of Account." Once you have triple checked that everything is correct, hit SUBMIT.



## ATTENTION AND REMINDER

You should receive an email confirmation if the set up was successful. Also, it will take 5 calendar days for the account to be active. If you have any question call us at 206-543-4694.