

ACH Refund

Clarke University offers a great service that gives you the opportunity to have your credit balance deposited directly into your bank account!

Quick-You will have access to funds sooner! No more waiting for the mail!

Secure-Direct deposit is added protection against theft or time delays from lost checks.

Convenient-Clarke University will deposit your refund directly into your bank account.

By setting up your payment profile information in *myinfo*, your refund will be electronically deposited into your account.

1. Log into *myinfo*

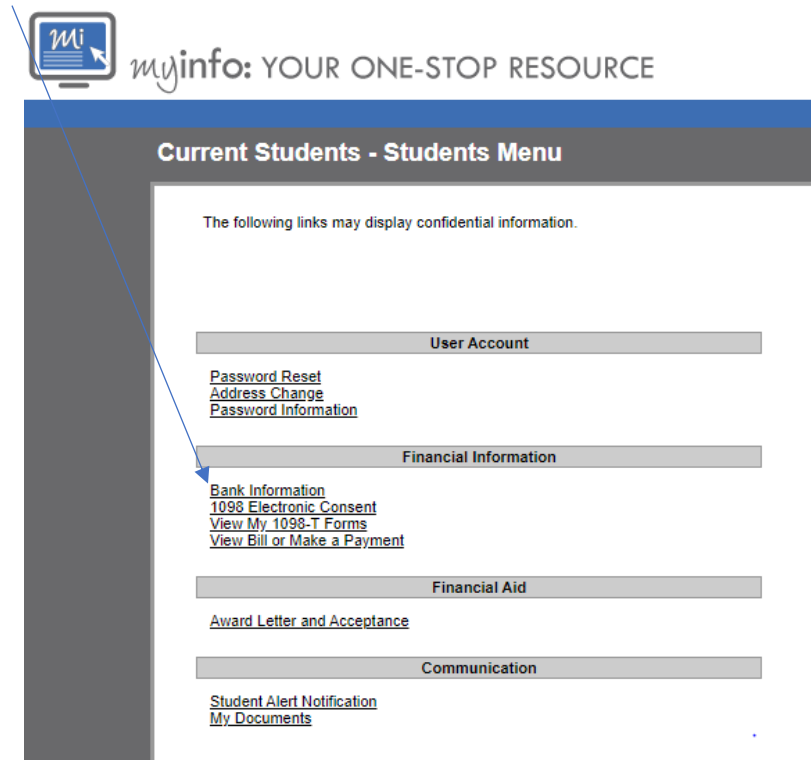
To login into *myinfo*, navigate in your favorite browser to myinfo.clarke.edu/

1. Enter your **Username** (firstname_lastname)
2. Enter your Clarke **Password**
3. Click **Submit**.



2. Select Students from the menu.

3. Select Bank Information



4. Enter in your Bank Information, check the box next to I Agree and click Submit.

***ALERT-This will NOT update your PAYROLL direct deposit information, only bank information for student refunds.**

Bank Information

How do I find the routing number and bank account number?

Below is your current bank account information. Change or add information here. Please fill in all fields.

Address	Routing Number	Bank Account Number	Delete
			<input type="checkbox"/>

Routing Number

Re-Enter Routing Number

Bank Account Number

Re-Enter Bank Account Number

Account Type

Receive payment advice via

Effective Date

Confirmation E-Mail Address

Terms and Conditions

*** A L E R T - This will NOT update your PAYROLL direct deposit information, only bank information for student refunds and faculty/staff reimbursements. Please contact Jody Pfohl for payroll direct deposit changes. ***

I agree to have payments from Clarke University direct deposited using the bank account information provided above. If my banking information changes I agree to update this information prior to any future payment requests. In situations where a payment has been made in error, Clarke University is authorized to correct that error.

I Agree

SUBMIT