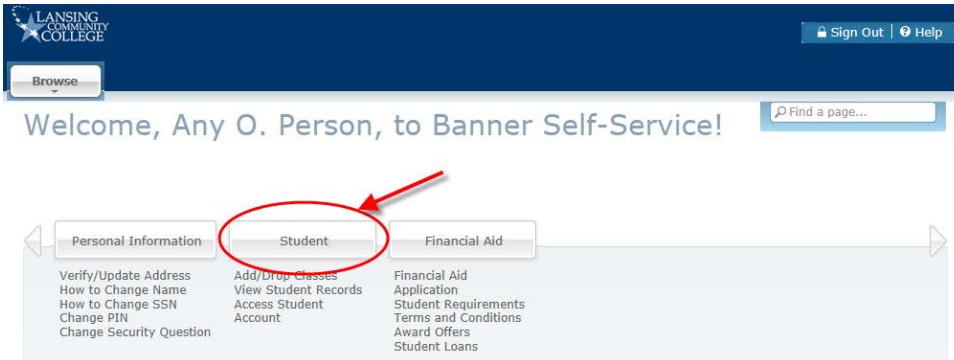
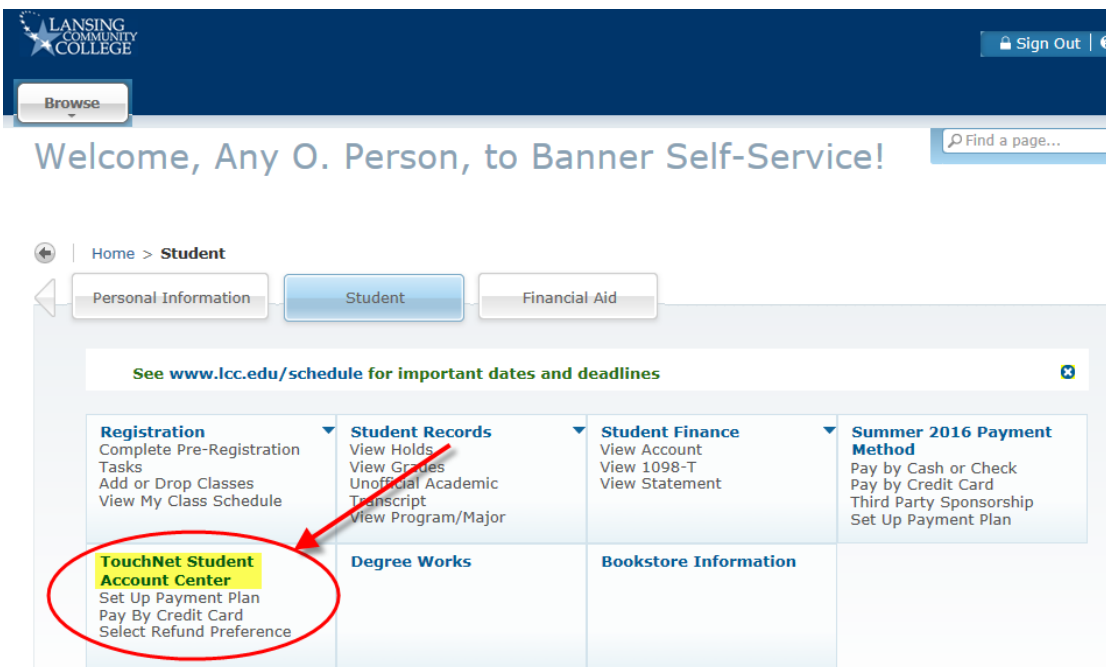


# HOW TO SELECT YOUR REFUND PREFERENCE IN SELF SERVICE BANNER FOR DIRECT DEPOSIT TO AN EXISTING BANK ACCOUNT.

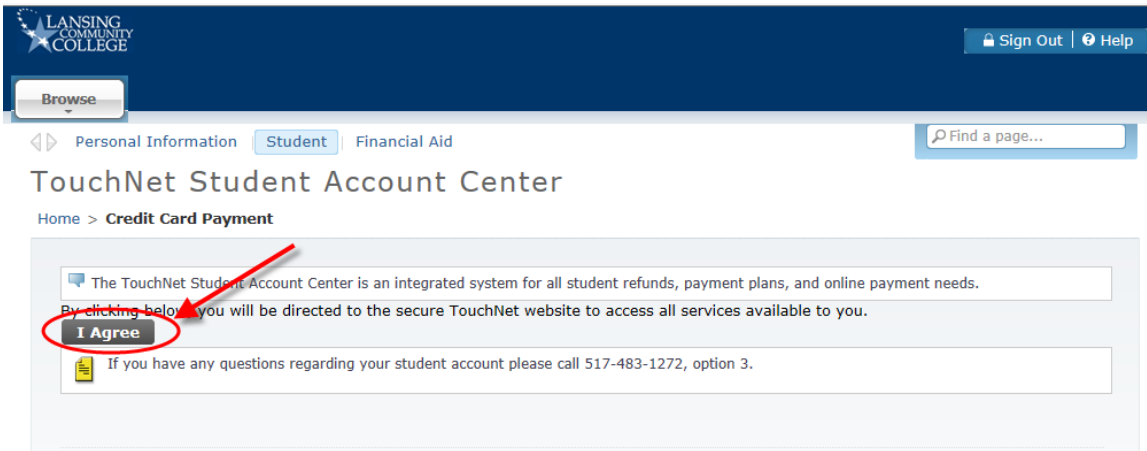
1. LOG ONTO YOUR myLCC ACCOUNT.
2. REVIEW YOUR STUDENT PROFILE AND ENSURE YOU HAVE AN ADDRESS AND PHONE NUMBER ENTERED.
3. SELECT THE STUDENT BOX



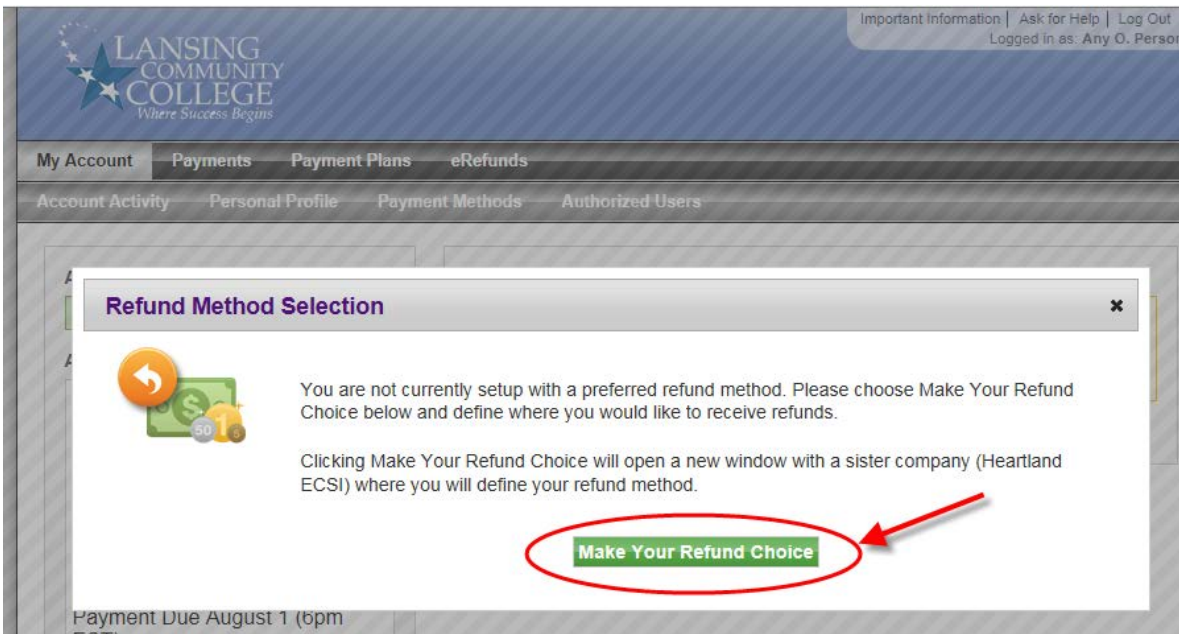
4. CLICK ON THE TOUCHNET STUDENT ACCOUNT CENTER



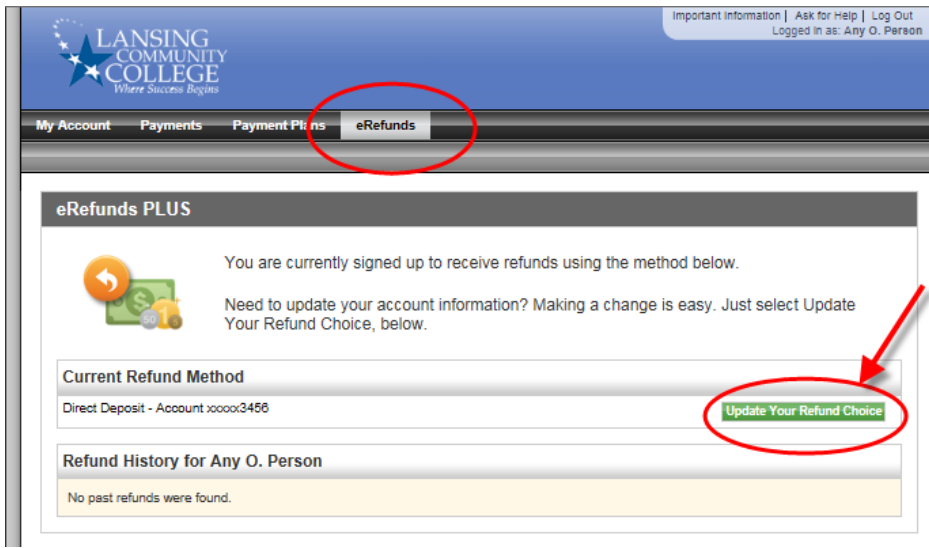
5. CLICK ON THE "I AGREE" BOX TO ACKNOWLEDGE THAT YOU ARE BEING DIRECTED TO THE SECURE TOUCHNET WEBSITE AND A SECOND TAB WILL OPEN.



6. THE TOUCHNET STUDENT ACCOUNT CENTER WILL LOAD AND IF YOU HAVE NOT SELECTED A REFUND PREFERENCE, A REMINDER BOX WILL APPEAR FOR YOU TO CLICK ON "MAKE REFUND CHOICE"




7. IF YOU HAVE ALREADY SELECTED A REFUND PREFERENCE AND WOULD LIKE TO CHANGE YOUR PREFERENCE, SELECT THE eREFUNDS TAB. AND CLICK ON UPDATE YOUR REFUND CHOICE.



8. THE REFUND OPTIONS WINDOW WILL LOAD, SCROLL DOWN THE PAGE AND TWO OPTIONS WILL APPEAR DIRECT DEPOSIT AND DISCOVER CASH BACK CHECKING. TO SELECT DIRECT DEPOSIT INTO AN EXISTING BANK ACCOUNT, CLICK ON SELECT UNDER DIRECT DEPOSIT.

Select your refund delivery method.

You will be notified via email once a refund has been issued.



### Direct Deposit


**DIRECT DEPOSIT TO YOUR EXISTING CHECKING OR SAVINGS BANK ACCOUNT.**

- Use an existing bank account.
- Easy online enrollment process.
- Provide your bank account information in our secure environment.

**REFUND DELIVERY TIMELINE**

- Your funds will typically arrive in your account 1 to 2 days after released by your school.

**Select**



### Discover Cashback Checking®

**DIRECT DEPOSIT INTO A NEW CASHBACK CHECKING ACCOUNT FROM DISCOVER BANK.**

- No account opening or monthly fees.
- Debit card access to over 60,000 no-fee ATMs.
  - Cashback rewards.
- Easy, short online application process.

**REFUND DELIVERY TIMELINE**

- Your funds will typically arrive in your account 1 to 2 days after released by your school.

**Select**

9. ENTER YOUR BANK ACCOUNT INFORMATION – ACCOUNT TYPE, ROUTING NUMBER (MUST BE 9 DIGITS AND YOUR BANK NAME WILL APPEAR), ACCOUNT NUMBER, AND VERIFY ACCOUNT NUMBER.

Provide your bank account information to receive your refund by Direct Deposit once a refund has been issued.

ACCOUNT INFORMATION

Where do I find the ABA/Routing Number?

Where do I find the Account Number?

ACCOUNT HOLDER'S INFORMATION

Back

Continue

10. ONCE YOU HAVE INPUT ALL YOUR BANK ACCOUNT INFORMATION, A CONFIRMATION SCREEN WILL APPEAR. REVIEW AND CLICK ON "I AUTHORIZE THE ISSING OF A DIRECT DEPOIST FOR ANY DISBURSMENTS TO THE ACCOUNT PROVIDED ABOVE" AND THEN CLICK ON SUBMIT.

Confirm your bank account to receive your refund by Direct Deposit once a refund has been issued.

This is authorization to have your disbursement issued by direct deposit to the bank account provided. Please review your School's policy online or contact them directly to identify the date your disbursements are processed.

ACCOUNT INFORMATION

Bank Account Type	Checking
ABA/Routing Number	272481981
Account Number	XXXXX3456
Account Holders Name	Any O. Person
Address 1	222 W. Fake Street
Address 2	
City	Lansing
State	Michigan
Zip Code	48906
Phone Number	517 5551111
Email Address	personal@mail.lcc.edu
Secondary Email Address	personalemail@gmail.com

1.  I authorize the issuing of a direct deposit for any disbursement to the account provided above. 2.

Back Submit

11. ONCE YOUR REFUND SELECTION IS COMPLETE, YOU CAN PRINT THE PAGE FOR YOUR RECORDS OR GO TO VIEW REFUND OVERVIEW.

Success! You have selected Direct Deposit as your refund delivery method.

When a refund is available you will be notified via email.

ACCOUNT INFORMATION

Bank Account Type	Checking
ABA/Routing Number	272481981
Account Number	XXXXX3456
Bank Name	Bank Name
Account Holders Name	Any O. Person
Address 1	222 W. Fake Street
Address 2	
City	Lansing
State	Michigan
Zip Code	48906
Phone Number	517 5551111
Email Address	personal@mail.lcc.edu
Secondary Email Address	personalemail@gmail.com

Print

View Refund Overview

12. VIEW REFUND OVERVIEW, RETURNS THE USER TO THE SELECTION SCREEN AND SHOWS THE DIRECT DEPOSIT HAS BEEN SELECTED.

Select your refund delivery method.

You will be notified via email once a refund has been issued.



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Selected



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Select