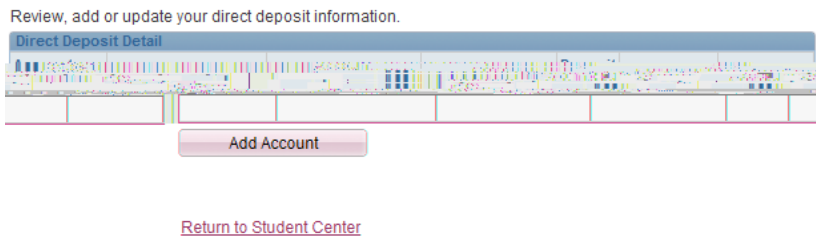# Student Payroll/Bursar Refund Direct Deposit Instructions

1. Log into CheckMarq click on the **Sign up for direct deposit refunds or student payroll link** on the Bursar Quick Links tab.
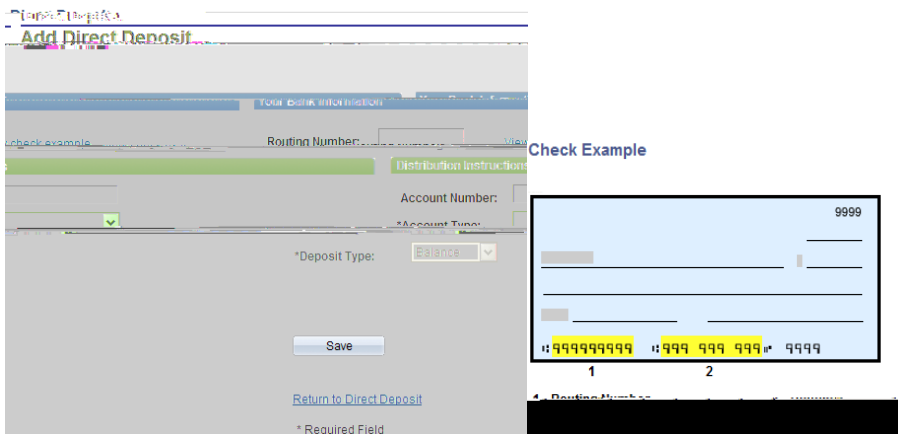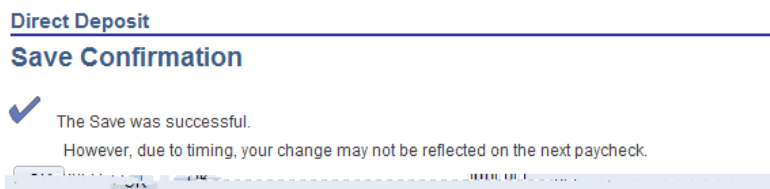

2. Click on **Add Account**

3. Enter your **Bank Routing Number, your Account Number, the Account Type** and click **Save**

4. You should receive the message below to indicate you have successfully entered your direct deposit information.

5. Click **OK.** You will then be able to review or edit the information you entered