

Verifying Bank Information

Directions

Please review the payroll direct deposit information in Self-Service. You will need to verify the routing number and the account number. Be sure to have this information available when completing this task.

Steps

Step 1: Go to Self-Service

Step 2: Click on the Banking Information tile



Banking Information

Here you can view and update your banking information.

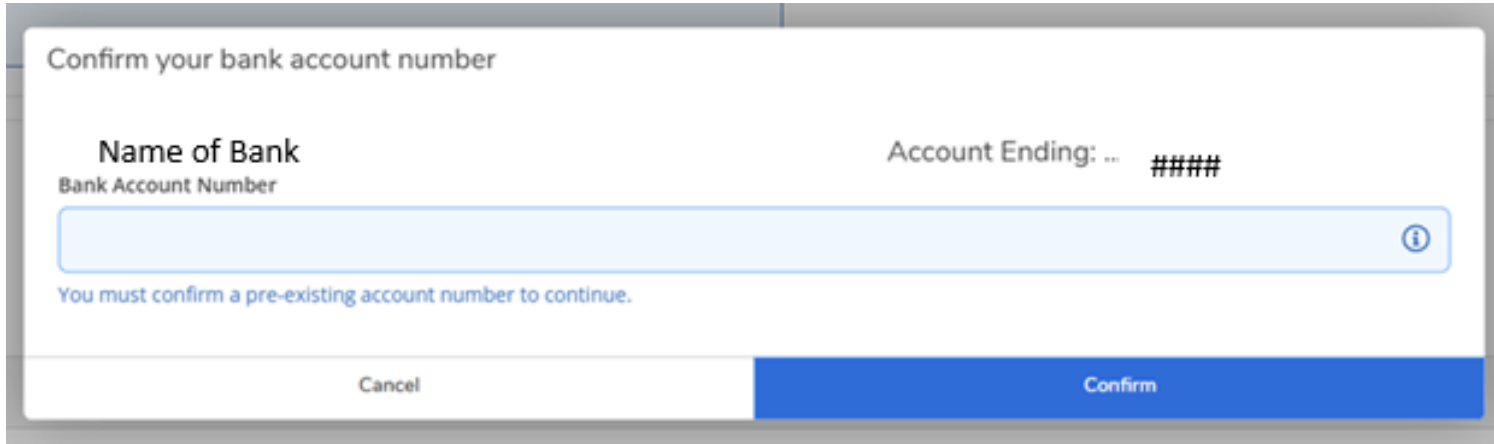
Notice that there are two sections: Payroll AND Refunds, Reimbursement & Payments.

All wages (hourly and stipend) for Student Employment will use the Payroll account.

Active Accounts				+ Add an Account
Payroll Deposits	Verification	Amount	Deposit Priority	View All
Bank	✓ verified	Balance	Last	>
Refunds, Reimbursements & Payments	Verification			View All
Bank	✓ verified			>

Step 3: In the Payroll section, click on the name of the bank. **If the name of the bank does not match your current bank, do not worry as some banks have changed their names. What is most important is that the routing number and account number are correct.**

Step 4: Enter your full account number. **If you cannot access your banking information, please contact student_employment@washcoll.edu for assistance.**



The screenshot shows a modal dialog box titled "Confirm your bank account number". It contains two input fields: "Name of Bank" and "Account Ending: ... ####". Below these is a large text input field for the "Bank Account Number", which has a light blue background and an information icon (i) on the right. A message below the input field states: "You must confirm a pre-existing account number to continue." At the bottom of the dialog are two buttons: "Cancel" and "Confirm".

Step 5: Once you enter your account number, click on the View Bank Account Details button, in the upper right corner of the screen.

[View Bank Account Details](#)

Step 6: Review the routing number and account number. Please also make sure the account type is correct (Checking or Savings). The only thing you can edit in this window is the Account Nickname.

Edit Bank Account Details

Bank Name

Account #

####

Account Nickname

Routing Number

M&T Bank

Last Four Digits of Account Number

Account Type

Checking or Savings

Terms and Conditions

☒ I agree to the terms and conditions

Cancel

Save

Step 6: Save

Adding Bank Deposit information

Directions: If you wish to add a new or second account, please follow these steps.

Steps

Step 1: Go to Self Service.

Step 2: Click on the Banking Information tile.



Banking Information

Here you can view and update your banking information.

Step 3: Click on the Add an Account button.

+ Add an Account

Step 4: Enter your bank account information.

Confirm your bank account number

Name of Bank

Bank Account Number

Account Ending: ...

####

You must confirm a pre-existing account number to continue.

Cancel

Confirm

Step 5: Click the Activate Button to the right of the New Deposit section.

New Deposit

Bank Account Usage

Payroll Deposit

Activate

Next

Cancel

Step 6: To use a different account for your entire pay, choose the “Entire Balance” option. OR, you may divide your deposits into multiple accounts by choosing the “Specific Amount” option. Click on the “Next” button.

New Deposit

Bank Account Usage

Payroll Deposit

Activate

Effective Date

12/5/2025

End Date

No end date

End on:

M/d/yyyy

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance

Specific Amount

Remaining Balance

Deposit Priority

New Account

Current Bank

Next

Cancel

Step 7: Enter your bank account details and click on “Submit” when done.

Edit Bank Account Details

New Account

Account Nickname

New Account

Country of Bank

United States

Routing Number *

[View sample check image](#)

Bank Account Number *

[View sample check image](#)

Re-enter Bank Account Number *

[View sample check image](#)

Account Type

Savings

Terms and Conditions

Terms and Conditions for eCheck Processing I hereby authorize Washington College to deposit my payments to the account identified above and authorize the Depository Financial Institution to accept these deposits. The authorization are to become effective as soon as possible and remain in full force until Washington College has received written cancellation notification from me in such

Back


Submit

Additional Notes

When you add a new account, it will show that the account is not verified.

Your validation items will show as validated	
Payroll Deposits	Verification
New Account	 Not Verified

Once payroll has been processed with this new account, you will see a green check under “Verification,” indicating that your direct deposit information has been successfully processed.

Verification
 Verified