

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.

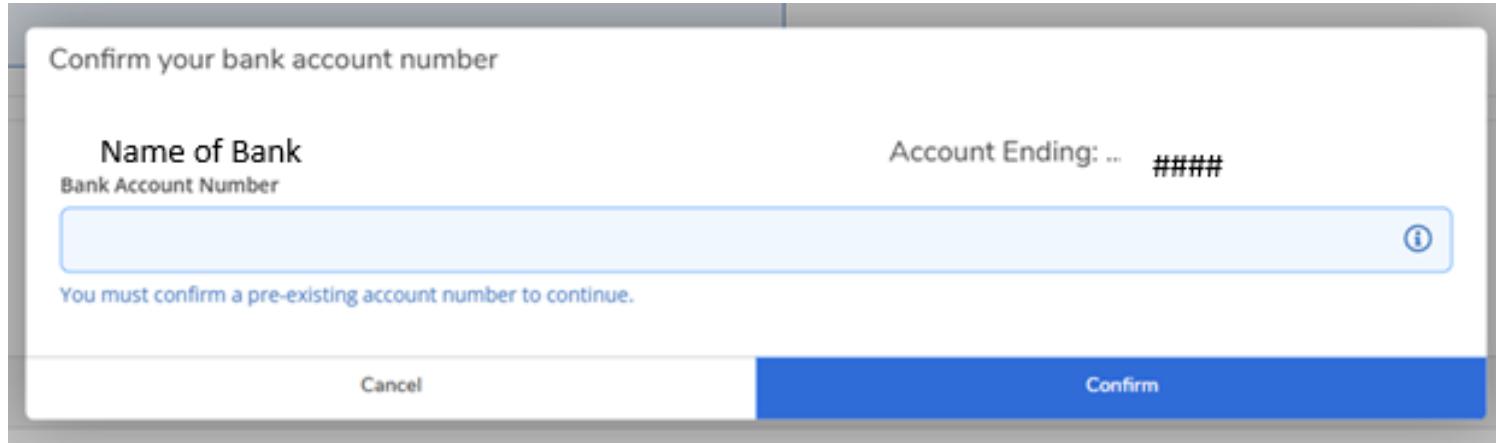
Notice that there are two sections: Payroll AND Refunds, Reimbursement & Payments.

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.**



Confirm your bank account number

Name of Bank

Bank Account Number

Account Ending: ... #####

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

Cancel 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	<input type="text"/>
M&T Bank	
Last Four Digits of Account Number	<input type="text"/>
Account Type	Checking or Savings
Terms and Conditions 	
<input checked="" type="checkbox"/> 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.



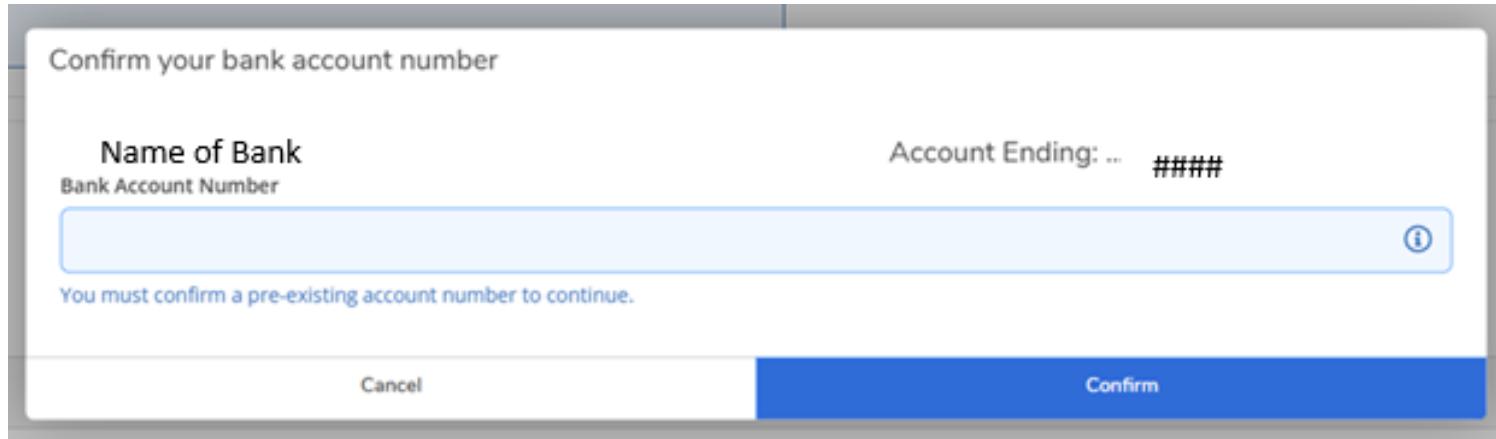
Banking Information

Here you can view and update your banking information.

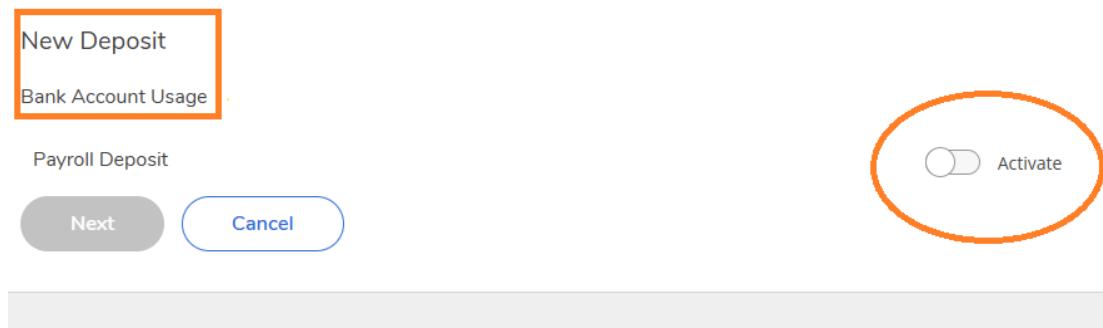
Step 3: Click on the Add an Account button.

[+ Add an Account](#)

Step 4: Enter your bank account information.



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



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:

Deposit Details

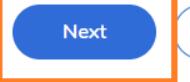
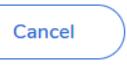
Select the amount of your paycheck to be deposited

Entire Balance Specific Amount Remaining Balance

Deposit Priority

New Account

Current Bank

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.

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