

# Quick Reference Guide

## Signing Up for Direct Deposit

In MyUNiverse

### GETTING DIRECT DEPOSIT (Non-payroll)

#### Direct Deposit Your UNI Checks

This free service automatically deposits checks from UNI into any checking or savings account you choose. Checks from your financial aid refund (students) or travel reimbursement (faculty/staff) are among the types of payments that qualify for Direct Deposit. **Note: Parent PLUS loans may impact your direct deposit.** Please contact Student Accounts at 319-273-2164.

#### How You Benefit

- It's convenient. Your money is deposited automatically into your checking or savings account, even when you are too busy to get to the bank or you are out of town.
- It's fast. You have access to your money on the day of or day after the deposit to your bank.
- It's safe. Never worry about checks getting lost, delayed, or stolen.

#### How to Set Up Direct Deposit:

- 1) Open a browser and go to the UNI home page: [www.uni.edu](http://www.uni.edu).



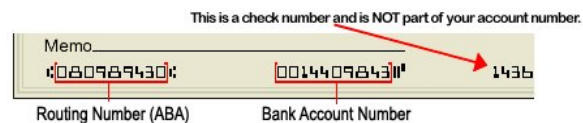
- 2) Select MyUNiverse on the UNI home page.
- 3) Login to MyUNiverse and select "Direct Deposit (non-payroll)" in the My Personal Records section.

#### My Personal Records

- [Last E-bill created](#) (requires Adobe Acrobat)
- [Activity since last E-bill \(current balance\) and prior history](#)
- [Pay my E bill](#)
- [Direct Deposit \(Non-payroll\)](#) **NEW**
- [Update my personal information](#)
- [Report my uCard lost](#)
- [Personal reports archive](#)

Effective 01/01/2005 Current Vacation Sick Leave summaries, Annual Fringe Benefit statements, and Direct Deposit statements will be accessed through MEMFIS.

- 4) Enter the Direct Deposit Information
  - a. ABA Routing Number
  - b. Bank Account Number (then retype)



- 5) Click the Continue button
- 6) A screen will appear that will confirm the information you have submitted. Click Save.

### Direct Deposit

Confirm your direct deposit information

John Doe

#### Direct Deposit Information

Bank Name : US BANK NA  
ABA Routing Number 012345678  
Bank Account Number 1234567

Change Direct Deposit Information

Save Direct Deposit Information

Exit without saving