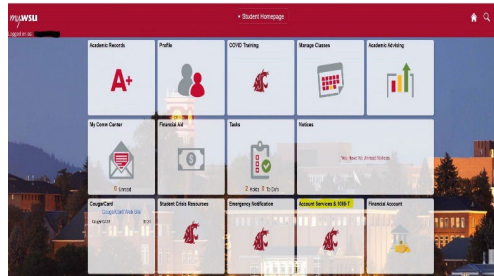




## How to Enroll into Direct Deposit

1. Log into your MyWSU.
2. Click on the "Account Services & 1098-T" tile.



3. Access tile and click on the "Enroll in Direct Deposit".
4. Input your financial institution's information. Do not use Branch input.

Manage My Bank Accounts



### Add Bank Account Details

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the University Receivables Office

**Bank Details**

Nickname

Account Type  [View Sample Check](#)

Routing Number

Branch

Account Number

Confirm Account Number

Bank Account Holder Name

Bank Location is United States.  
Currency used is US Dollar.

[Go to top](#)

5. Read and agree to terms and conditions then submit to allow Washington State University to house your banking information.
6. You will be taken to a Bank Account Summary. Click on "Proceed to Enroll in Direct Deposit".
7. Use drop-down box to add your account then click next.
8. Review and agree to terms and submit.
9. Congratulations in your enrollment into direct deposit.