

Illinois Institute of Technology/TouchNet Direct Deposit Refund Procedures

Creating a Refund Profile to use for Direct Deposit

Enrolling in direct deposit is simple. All you will need is a valid bank routing and account number. Direct deposit enables you to receive your tuition refund faster, and eliminates the need to mail paper checks.

Access the TouchNet Bill & Payment suite through the **MYIIT** student portal. Log in to the portal, and find the **Manage Account** box on the **Finances** tab.

The screenshot shows the MYIIT student portal interface. The top navigation bar includes 'Welcome', 'Academics', 'Student Life', 'Finances', 'Work', 'Banner Finance', 'Library', 'Research', 'My Stuff', and 'Training and Support'. The 'Finances' tab is selected. Below the navigation bar, there are three main panels: 'Financial Aid - Main Campus', 'Financial Aid Awards', and 'Financial Aid - Downtown Campus'. The 'Financial Aid Awards' panel contains a 'Manage Account' link, which is highlighted with a red arrow. Other links in this panel include 'Financial Aid Requirements', 'Holds', 'Financial Aid Status', and 'Eligibility Requirements Progress'.

Select **Manage My Account** again on the next screen.

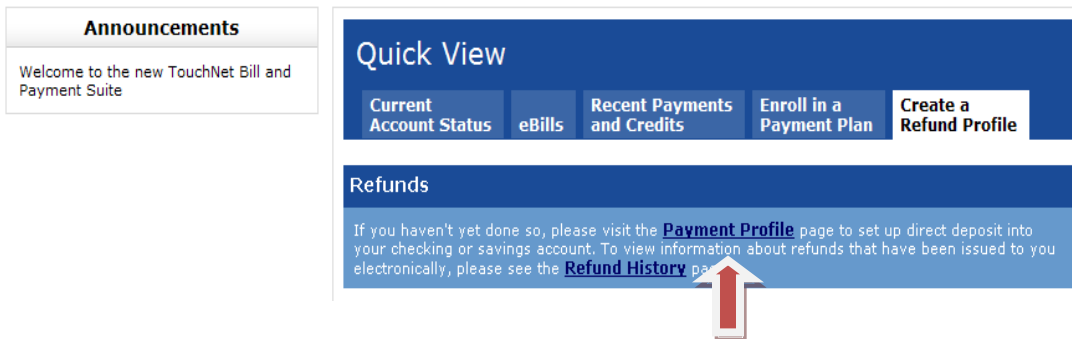
The screenshot shows the TouchNet Bill & Payment Suite interface. The top navigation bar includes 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Finance'. The 'Financial Aid' tab is selected. Below the navigation bar, there is a search bar and a 'Go' button. The main content area shows a 'Manage My Account' button, which is highlighted with a red arrow. Other links in this area include 'RETURN TO MENU', 'SITE MAP', and 'HELP'.

Refund profiles are created from the Quick View menu by clicking on the **Create a Refund Profile** tab.

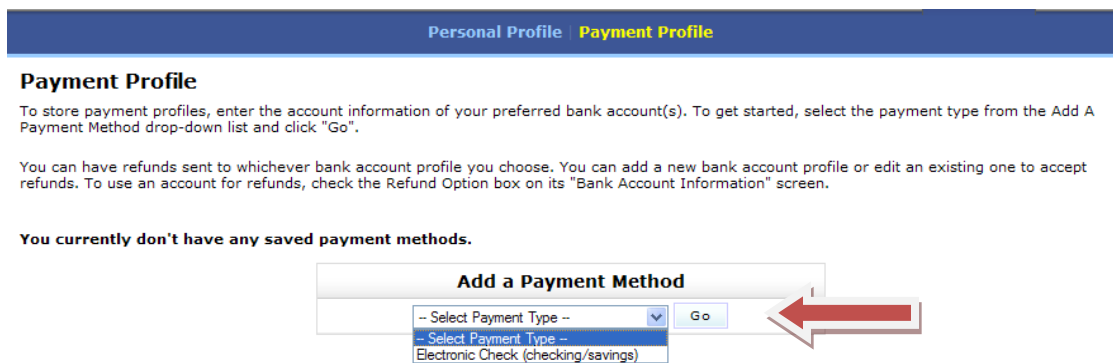
The screenshot shows the Quick View menu in the TouchNet Bill & Payment Suite. The menu includes tabs for 'Current Account Status', 'eBills', 'Recent Payments and Credits', 'Enroll in a Payment Plan', and 'Create a Refund Profile'. The 'Create a Refund Profile' tab is highlighted with a red arrow. Below the menu, the 'Current Account Status' section displays the current account balance, including recent account activity, as \$6,466.82.

Illinois Institute of Technology/TouchNet Direct Deposit Refund Procedures

Click **Payment Profile** to create your profile



Select payment type by clicking on the dropdown menu under **Add a Payment Method**. Students with saved payment information may select that account to be used for refund processing. To create a new account, select the **Electronic Check (checking/savings)** option and press the **Go** button.



Complete the **Bank Account information** screen and check the **Refund Option** box authorizing refunds to be deposited into this account. Press the **Save** button.

Illinois Institute of Technology/TouchNet Direct Deposit Refund Procedures

Bank Account Information

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Note that only one bank account can be designated to receive refunds. Please choose a meaningful name that will allow you to easily recognize and reuse this payment method in the future.

Account Nickname: Jane Doe Checking Account (e.g. Primary Checking)

Account Type: Checking

ABA Routing Number: 071023658 [View Illustration](#)

Account Number: 123456

Confirm Account Number: *****

Accountholder Billing Information

Name on Account: Jane Doe

International Address?

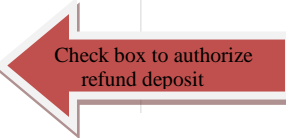
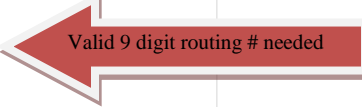
Billing Address: Your Street Address
Your Apt/Unit Number

City: Your City

State/Province: Illinois (IL)

Zip Code: Your Zip

Refund Option Please check here if you would like refunds to be deposited into this account.



Review agreement verifying account information. Print copy of agreement for your records, check the **I Agree** box and press the **Continue** button to save refund profile.

Please read the following agreement carefully before you continue.

I hereby authorize **Illinois Institute of Technology** to initiate recurring debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for "NSF" or "Insufficient Funds", I understand that a \$ **50.00** return fee will be electronically debited from my account.

Name: Jane Doe
Address: Your Street Address
Your Apt Number
Your City, IL 60616
Depository: JPMORGAN CHASE BANK, NA
9000 HAGGERTY- MI 1-8205
BELLEVILLE,MI 48111
Routing Number: 071000013
Account Number: xx3456

This agreement is dated Thursday, December 10, 2009

For fraud detection purposes, your internet address has been logged.

216.47.147.192 at 12/10/2009 03:57:29 PM CST

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact bursar@iit.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

[Print Agreement](#)

I Agree



Review confirmation that refund method has been received for the designated account.




Illinois Institute of Technology/TouchNet Direct Deposit Refund Procedures

Your new ACH payment method has been saved.

Payment Profile

To store payment profiles, enter the account information of your preferred bank account(s). To get started, select the payment type from the Add A Payment Method drop-down list and click "Go".

You can have refunds sent to whichever bank account profile you choose. You can add a new bank account profile or edit an existing one to accept refunds. To use an account for refunds, check the Refund Option box on its "Bank Account Information" screen.

My Payment Methods	Action	Use for Refunds
Jane Doe Checking Account	 	<input checked="" type="checkbox"/> 

Please contact the bursar office at bursar@iit.edu or 312-567-3794 if you have any questions.