

Direct Deposit Important Information

Schoolcraft College can make student refund payments and employee reimbursement payments directly to your bank account.

Routing & Account Number – If you cannot identify your routing number and account number please contact your bank for assistance. Entering an incorrect routing and/or account number **will cause a delay** in processing your payment.

Credit Card Payments – Refunds of credit card payments made online through WebAdvisor will be credited to the credit card used for payment. Direct Deposit **cannot** be used for this type of Credit Card refund.

eCheck Payments – Payments made using the eCheck payment process **will not** automatically be refunded to the bank account used in your eCheck payment. You must sign up for Direct Deposit to have your payments made directly to your bank account.

Changing Bank Information – Allow one week for changes to take effect. Future payments will be processed with our next scheduled payment process following the effective date of the change.

Errors in Bank Information – Errors in entering your Bank Information will result in your payment being returned to the College causing delays in reissuing your Direct Deposit Refund.

Returned Payments – If your Direct Deposit is returned from your bank for any reason (incorrect routing and/or account number, account closed, account frozen etc.) your Direct Deposit participation will be stopped and a **check will be issued during** the next check run. You can re-enroll in Direct Deposit for future refunds by entering correct or updated information on the “Bank Information” page in WebAdvisor.

Eligible Banks – Only accounts located at U.S. Banks are eligible for Direct Deposit.

Stopping Your Direct Deposit – You may elect to stop your Direct Deposit at any time. Simply select “Delete” on the Bank Information page in WebAdvisor. All future refunds will be issued by check.

Payments Dates – Checks and Direct Deposit payments are issued once a week, generally on Fridays.

Payment Notification – Remittance advices will be sent to the e-mail address we have for you at the time your payment is processed.

Changing Your email Address – Email addresses can be changed by selecting “Address Verification and Email Address Change” listed under “User Account” on the Main Menu of WebAdvisor.