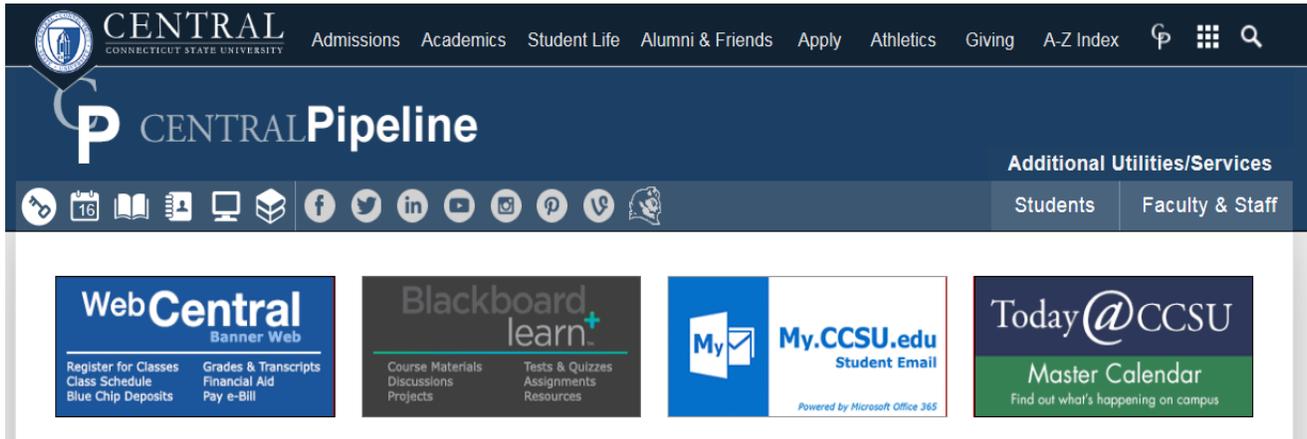


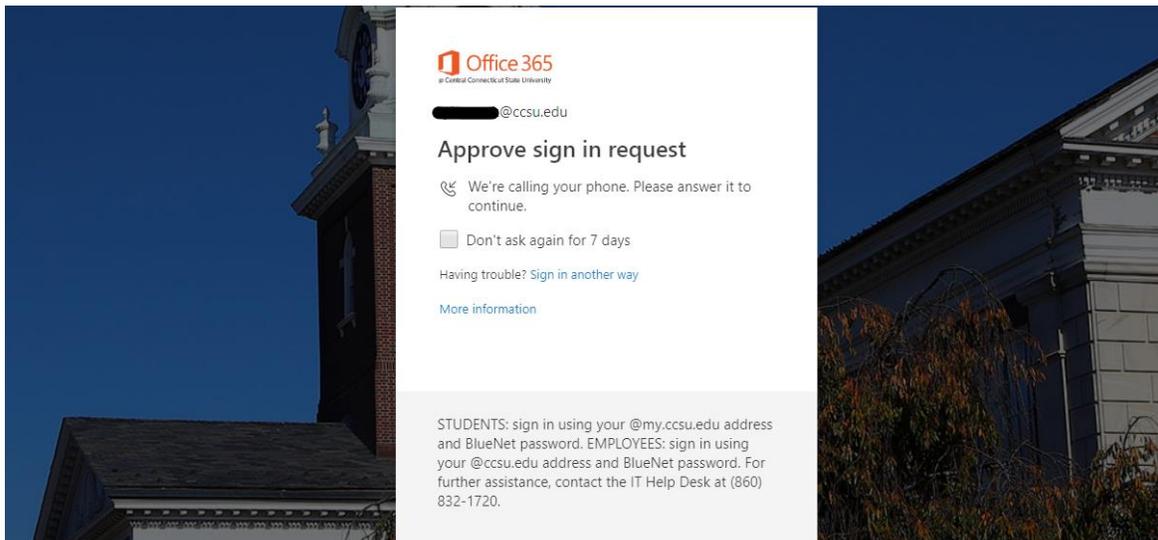
# Direct Deposit – Enroll, Modify or Cancel

Revised 10/30/2019

**Step 1: Navigate to <http://web.ccsu.edu/pipeline/> and click on WebCentral-Banner Web.**



**Step 2: Based on your default settings, you will receive a phone call or text message to verify your identity.**



**Step 3: Click on Direct Deposit Enrollment for Payroll/Travel/Stipends.**



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 **Home**

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**Welcome to WebCentral - Banner Web Services, CCSU's Online Information System**

[Deposit Payments \(Admissions, Room, Blue Chip, IELP\)](#)  
[Direct Deposit Enrollment for Financial Aid and Student Bill Refunds](#)  
[Direct Deposit Enrollment for Payroll/Travel/Stipends](#) ←  
[eBill / Make Payment -TouchNet Payment Portal](#)  
The e-bill system opens in a new browser window. Please disable pop-up blockers in order to access your e-bill. See help below for directions.  
[Update Contact Information](#)  
[Update Race / Ethnicity](#)  
[View Address\(es\) and Phone\(s\)](#)  
[View E-mail Address\(es\)](#)

**Step 4: To add a new direct deposit, enter in the bank routing number, account number, and account type and click the Save button below. To cancel an existing direct deposit, refer to Step 5.**

## Direct Deposit Enrollment

Your changes were applied successfully.

Direct Deposit enrollment allows for all payments from the University to be electronically deposited into your personal checking or saving account. This enrollment applies to all refunds, reimbursements, and payroll payments.

Please note there are two Direct Deposit links that require updating if your banking information changes. Both links can be found on the homepage of WebCentral Banner, located on Central Pipeline.

To enroll in Direct Deposit you must have a valid checking or savings account at a United States financial institution that participates in the Automated Clearing House (ACH). Most U.S. banks and credit unions participate in ACH.

Initial establishment (or modifications) of Direct Deposit accounts will be complete within 2 business days for all refunds and reimbursements and 2 payroll cycles (4 weeks) for payroll payments. All payments will be in the form of a check until the Direct Deposit enrollment is complete.

This authorization for Direct Deposit will remain in effect until you modify or cancel it. If you close or change your bank account make sure you update your account information as soon as possible to avoid a delay in receiving your payment.

To **add** a new direct deposit, enter in the bank routing number and account number and click the **Save** button below.

\* - indicates a required field.

### Add Allocation:

**Bank Routing Number:** \*

**Account Number:** \*

**Account Type:**

### Direct Deposit Authorization

By clicking **Save**, I authorize Central Connecticut State University (hereinafter CCSU) to electronically deposit all payments pertaining to Non-TouchNet refunds (including Title IV), reimbursements, and payroll payments whichever is applicable through the Federal Automated Clearing House (ACH) to the bank and account provided.

#### Pertaining to Refunds and Reimbursements:

This authorization is to remain in full force and effect until I inform CCSU of its termination in such time and manner as to afford CCSU and the bank a reasonable opportunity to act upon it. It is my sole responsibility to stop such transactions. CCSU may reverse any duplicate or erroneous credit entry.

#### Pertaining to Payroll Payments:

In the event that the State notifies the bank that the funds, which I did not earn, have been deposited to my account in error, I hereby authorize and direct the bank to return said funds to the State as soon as possible. In the event such unearned funds have been drawn from that account so that return of those funds by the bank to the State is not possible, I hereby authorize the State to recover those funds by deducting the amount of said unearned funds from any future salary payments from the State until the amount of the unearned deposit has been recovered in full. In the event my employment with the State is terminated for any reason whatsoever, and if at the time of such termination I have had unearned pay automatically deposited in my checking or savings account, I will immediately repay such unearned pay, I will be personally liable for all costs of collection, including reasonable attorney fees incurred by the State in the collection of such unearned pay, together with the maximum interest by law. I must notify the Personnel Office three (3) weeks in advance of closing the above account. If I fail to do so, I understand that it may take up to two (2) weeks to recover funds sent to a closed account.

**Step 5: To cancel an existing direct deposit, click the name of the bank in blue. Then click the button to Inactivate the direct deposit. Click the Save button below.**

## Update Direct Deposit

To **modify** or **cancel** an existing direct deposit record, select the bank name list below.

### Banking Information:

Bank Name	Routing Number	Account Number	Account Type	Status
<a href="#">BANK OF AMERICA N.A.</a>	██████████	000000000000000000	Savings	Prenote

Direct Deposit notifications will be sent electronically to your official University supplied email address.

## Modify Direct Deposit

To **modify** or **cancel** all future direct deposits to this direct deposit record, select the **inactive** box and click **Save**

**Bank Name:** BANK OF AMERICA N.A.  
**Bank Routing Number:** ██████████  
**Account Number:** 000000000000000000  
**Inactivate:**    
**Account Type:**

Back to [Update Direct Deposit](#)