

Enrolling in Direct Deposit- Authorized Payers for Parent PLUS refunds

PLEASE NOTE: You will need your Parent ID Number to enroll in direct deposit. In order to receive this number, you'll need to contact the Office of Financial Aid at 716-645-8232.

1. After logging into QuikPAY through the Authorized Payer website <https://quikpayasp.com/buffalo/studentaccounts/authorized.do>, click on Direct Deposit.

The screenshot shows the top navigation bar for the University at Buffalo. Below it is a sidebar menu with options: Message Board, Edit My Profile, Payment Profiles, User Preferences, View & Pay Accounts, Transaction History, Direct Deposit (highlighted with a red box), Payment Plan, and Messages. The main content area is titled "Payment Options- QuikPAY Message Board" and contains several paragraphs of text and a list of links.

Message Board

Payment Options- QuikPAY Message Board

We are currently experiencing difficulties sending email to Time Warner/Spectrum Road Runner email addresses. We recommend using another email address to ensure the Authorized Payer is receiving our notifications. If you need to make any changes to your current Authorized Payer email address, please have your student delete you as an Authorized Payer and then add you again with a new email address.

Have you confirmed your email address? In the event that you lose your password, you can utilize "Forgot Password" on the login screen to reset your password. This makes it imperative that your desired email address is stored in our system. To update email address or reset your password now please select "Edit My Profile" from the menu.

By ensuring that you have selected a secure and secret password and have confirmed your email address, you can safely use all of the features of this site, including storing payment profiles online, with confidence that you are the only person who will have access to the information. Please choose from the list of options located in the column to the left.

If you choose to enroll in a payment plan, there are resources to assist you in estimating your payment plan amount:

- Tuition and Fees: <http://www.buffalo.edu/studentaccounts/tuition-and-fees.html>
- Medical Insurance: <http://healthinsurance.buffalo.edu>
- Meal Plans: <http://myubcard.com/mealplans>
- Housing: <http://www.buffalo.edu/campusliving/apply-for-housing/rates.html>
- Financial Aid Award: Your student can view this through MyUB/HUB Student Center

2. Enter your Parent ID Number and click Continue.

The screenshot shows the "Payment Options- QuikPAY Direct Deposit Enrollment" page. The left sidebar menu is the same as in the previous screenshot, but "Direct Deposit" is now selected. The main content area contains text about the benefits of direct deposit and instructions for enrollment. At the bottom, there is a form with a "Parent ID" input field and a "Continue" button, both highlighted with red boxes.

Payment Options- QuikPAY Direct Deposit Enrollment

Get your Parent PLUS Refunds faster by signing up for Direct Deposit.
Direct Deposit has its advantages...

- Convenience... no waiting on the mail or in line to cash or deposit your refund check.
- Quick access... the funds are generally available within a few days after the date of the refund.
- Security...prevents check loss or theft.

You need to provide us with your Parent ID number in order to enroll. Please contact the Office of Financial Aid at 716-645-8232 for this information.

Click "Continue" to enroll now in Direct Deposit!

You are responsible for updating the bank information when you change bank accounts. You are also responsible for deactivating the Direct Deposit account if you no longer want your refunds processed electronically or you have closed the bank account.

Parent ID

Continue

3. Enter your banking information. You may choose to have your funds deposited into a U.S. Checking or Savings account. You may also save the information for future use (if you're going to be using this for payments) by completing the Profile Information. Click Continue when you have finished.

***You do not need to enter your direct deposit information every time you are issued a refund. The information will be saved for you.

The screenshot shows the 'Enter Direct Deposit Info' page on the University at Buffalo website. The page has a blue header with the university logo and name. A left sidebar contains navigation links: Message Board, Edit My Profile, Payment Profiles, User Preferences, View & Pay Accounts, Transaction History, Direct Deposit (highlighted), Payment Plan, and Messages. The main content area is titled 'Enter Direct Deposit Info' and includes a sub-header 'Account Information'. Below this, there are input fields for 'Holder's Name', 'Account Type' (a dropdown menu set to 'CHECKING'), 'Routing Number', 'Account Number', and 'Reenter Account Number'. Each of the last three fields has a question mark icon to its right. Below the 'Account Information' section is a 'Profile Information' section with a 'Profile Name' input field and a 'Save Profile' checkbox. At the bottom of the form, there are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.

4. Reenter your account number and click Continue.

The screenshot shows the 'Reenter Account Number' page on the University at Buffalo website. The layout is similar to the previous screenshot, with the same blue header and left sidebar. The main content area is titled 'Reenter Account Number' and includes a sub-header 'Account Number'. Below this, there is a single input field for 'Account Number'. At the bottom of the form, there are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.

5. Confirm that your information is correct. You'll need to check the agreement box and then click Confirm. If you need to edit your banking information, click on Edit Banking Info.

University at Buffalo The State University of New York

Message Board
Edit My Profile
Payment Profiles
User Preferences
View & Pay Accounts
Transaction History
Direct Deposit
Payment Plan
Messages

Is This Direct Deposit Information Correct?

Please confirm your direct deposit information. Read and agree to the terms and conditions below.

Account Information

Holder's Name:
Account Type: CHECKING
Routing Number:
Account Number: ending with

I hereby authorize and request the University, until this authorization is revoked as described below, to transfer the full amount of Student Account refunds, after deductions for tuition, fees and other charges due to the University, to the financial institution for deposit to my account as indicated.

If any action taken by me, without adequate notification to the Student Accounts Office, results in non-acceptance of the transfer by my financial institution, I understand that the University assumes no responsibility for processing replacement financial aid until the funds are returned to the University by my financial institution.

I acknowledge that I am responsible for repayment if I receive money I am not entitled to.

That if funds are deposited into my bank account in error, the University, has five business days to reverse an erroneous entry under Section 2.9 of the NACHA Operating Rules.

I agree to the terms and conditions.

Confirm Edit Banking Info Cancel

6. You will receive a direct deposit enrollment receipt once you're enrolled.

University at Buffalo The State University of New York

Message Board
Edit My Profile
Payment Profiles
User Preferences
View & Pay Accounts
Transaction History
Direct Deposit

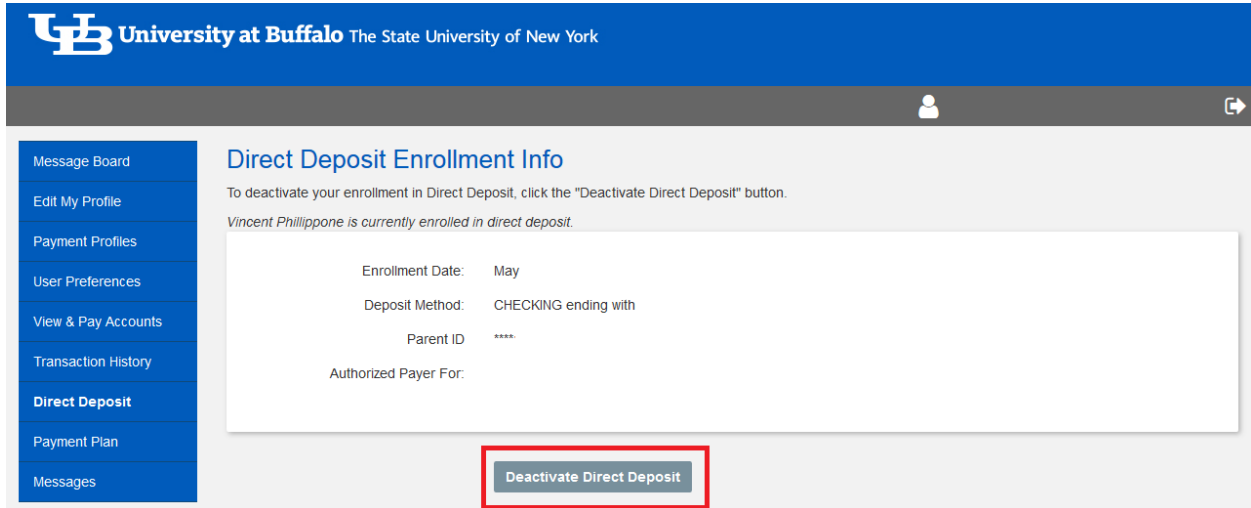
Direct Deposit Enrollment Receipt

has been successfully enrolled in direct deposit.

Enrollment Date: May
Deposit Method: CHECKING ending with
Pare ****

***If there is a need to delete your direct deposit information or update it, you will need to deactivate the direct deposit and start over.

1. Click on Direct Deposit in the left menu. Your Direct Deposit Enrollment information will come up. Click on the Deactivate Direct Deposit button.



2. Click OK if you are sure you want to deactivate your direct deposit

