Adding a Student Bank Account
(and enroll in direct deposit) v0.2

How to Add a Bank Account and Set-Up the Direct Deposit Agreement

Information will be provided to students through communications sent before and upon registration and guidance is also available on the ‘Before You Arrive’ video.

Please note; once you have entered a valid UK bank account AND enrolled into direct deposit, you will automatically receive payments from the University including scholarships, stipends and bursaries where eligible.

1. Click on the ‘Finances’ tile
2. Click on ‘Manage Bank Details’

3. Click ‘Add Account’
4. Payments will only be processed if you have a UK Bank Account. Click ‘Next’:

5. This opens the ‘Add Bank Account Details’ screen:
6. You can enter a ‘Nickname’ for the account so that it is easier for you to identify from a list (eg. Santander Current Account)

![Nickname example](image)

7. Click on the drop-down next to the ‘Account Type’ field and select “checking” account type:

![Account Type example](image)

N/B – a ‘checking’ account is a UK current account

8. The account Sort Code must be entered into the ‘Sort Code’ field and must be 6 digits. Please **ensure you manually type all six digits** as they appear on your bank card. If the sort code is not recognised by the system then please contact the Cashiers team here at the University: cashiers@nottingham.ac.uk

![Sort Code example](image)

9. The ‘Branch’ field will be removed once a sort code is entered and the ‘Building Society ID’ field can be left blank.

10. Enter the Account Number of the account into the ‘Account Number’ field. It must then be confirmed in the ‘Confirm Account Number’ field. Note that all account numbers must be eight digits long:

![Account Number example](image)

11. The account holder’s name must be entered into the ‘Account Holder’ field exactly as it appears on the bank card associated with the account. It must be the name of the account holder and input exactly as it is recorded by the account holder’s bank:

![Account Holder example](image)
12. Once all of the fields have been completed click ‘next’:

Please see next step…
13. To complete the process of setting up a bank account in MyNottingham you must also enroll a bank account into ‘Direct Deposit Agreement’ – this is the final step in setting up the account so that payments can be made from the University.

Click ‘Enroll in Direct Deposit’
14. Click ‘Enroll in Direct Deposit’ again:

![Enroll in Direct Deposit](image1)

15. If the bank account(s) displayed on the screen includes the bank account that you want payments to be made to then click ‘Proceed to Enroll in Direct Deposit’

![Proceed to Enroll](image2)
16. If not click ‘Add Another Bank Account’ and select your preferred UK bank account from the drop-down list.

17. Click ‘Next’

18. Please read the terms of the agreement before ticking the box to state you agree. Once you have ticked the box click ‘Submit’
19. Once agreed and submitted, the bank account is now successfully entered in the system:

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Distribution Type</th>
<th>Amt./Pct.</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>santander current acc-5678</td>
<td>Balance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is Pound Sterling

You are about to enroll in Direct Deposit, signing up for Direct Deposit permits payments made to you by the University to be deposited directly into your nominated cheque or savings account. Please ensure this is your main bank account as Financial Aid scholarships and stipends will be paid into your nominated (active) account where eligible.

The University of Nottingham Refund Policy states that the refund of any payment to the University

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20. Your account should now have an ‘Active’ status and be checked as ‘in use’.
21. Students can only have one bank account enrolled with ‘Direct Deposit’ at any one time. If you want to change the bank account that receives payments you need to add the new bank account and enroll that bank account into Direct Deposit.