

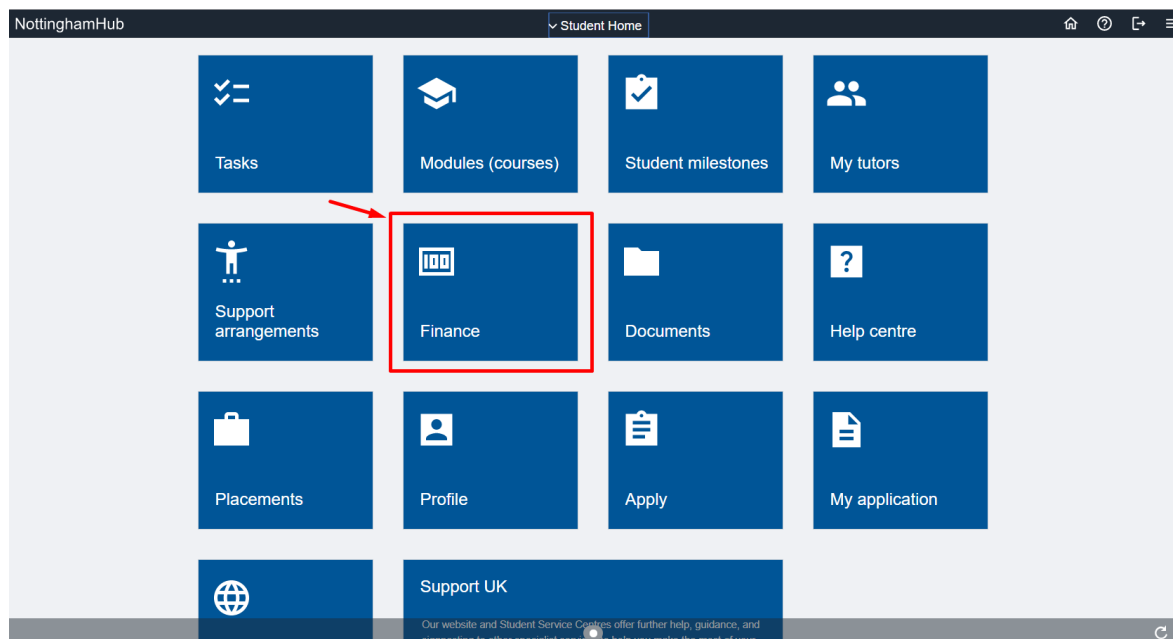
# Adding a Student Bank Account (and enroll in direct deposit) v0.3

## 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.

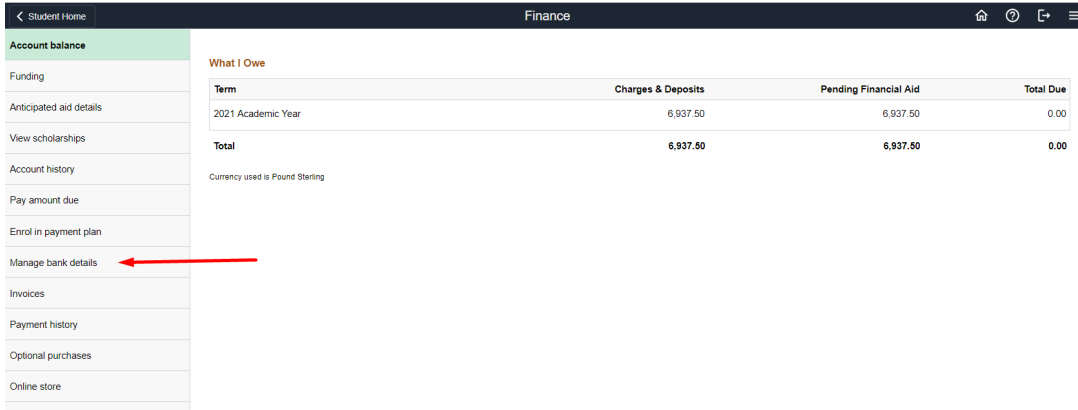
Please note; once you have entered a valid UK bank account **AND** enrolled into direct deposit, you will automatically receive payments from the University including scholarships, stipends and bursaries where eligible.

### 1. Click on the 'Finances' tile



### 2.

3. Click on 'Manage Bank Details' on the left-hand menu

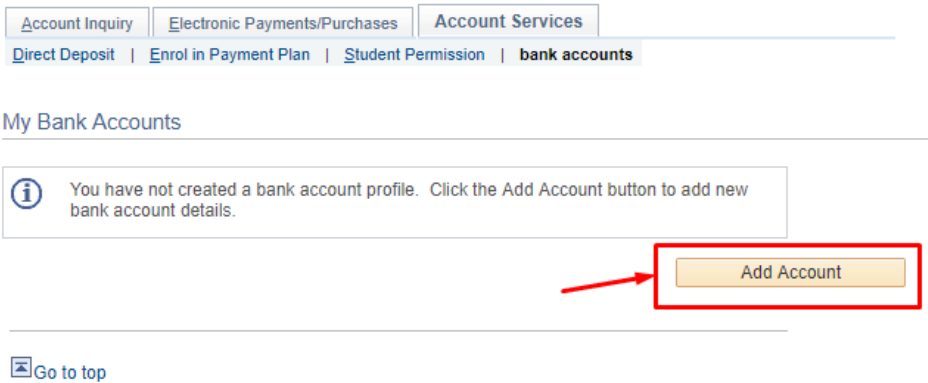


The screenshot shows the 'Finance' section of the student portal. On the left-hand menu, 'Manage bank details' is highlighted with a red arrow. The main content area displays 'What I Owe' with a table of charges and deposits.

Term	Charges & Deposits	Pending Financial Aid	Total Due
2021 Academic Year	6,937.50	6,937.50	0.00
<b>Total</b>	<b>6,937.50</b>	<b>6,937.50</b>	<b>0.00</b>

Currency used is Pound Sterling

4. Click 'Add Account'



The screenshot shows the 'My Bank Accounts' section. A message box states: 'You have not created a bank account profile. Click the Add Account button to add new bank account details.' The 'Add Account' button is highlighted with a red box and a red arrow.

[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

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My Bank Accounts

**i** You have not created a bank account profile. Click the Add Account button to add new bank account details.

**Add Account**

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**5. Payments will only be processed if you have a UK Bank Account. Click 'Next':**

**Self Service Bank Details** ×

Account Inquiry
Electronic Payments/Purchases
Account Services

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Manage My Bank Accounts

Bank Location and Currency

**Bank Location**

\*Country  🔍

\*Currency  🔍

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**6. This opens the 'Add Bank Account Details' screen:**

**Self Service Bank Details**

Account Inquiry
Electronic Payments/Purchases
Account Services

Direct Deposit
Enrol in Payment Plan
Student Permission
bank accounts

Manage My Bank Accounts

Add Bank Account Details

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Cashiers Office.

Please fully enter all six digits of your sort code manually and double check the number against your bank card.

The sort code is linked to your bank account and if it is incorrect, payments cannot be made.

**Bank Details**

Nickname

Account Type

Sort Code  🔍

Branch  🔍

Account Number

Confirm Account Number

Account Holder

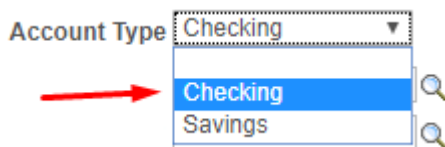
Bank Location is United Kingdom.  
Currency used is Pound Sterling.

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7. 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

8. Click on the drop-down next to the 'Account Type' field and select "checking" account type:



*N/B – a 'checking' account is a UK current account*

9. 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](mailto:cashiers@nottingham.ac.uk)

Sort Code   Santander UK plc

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

11. 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   
Confirm Account Number

12. 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

13. Once all of the fields have been completed click 'next':

**Self Service Bank Details**

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### Manage My Bank Accounts

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### Add Bank Account Details

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Cashiers Office.

Please fully enter all six digits of your sort code manually and double check the number against your bank card.

The sort code is linked to your bank account and if it is incorrect, payments cannot be made.

**Bank Details**

Nickname	<input type="text" value="Example1"/>
Account Type	<input type="text" value="Checking"/>
Sort Code	<input type="text" value="090126"/> <small>Santander UK plc</small>
Building Society ID	<input type="text"/>
Account Number	<input type="text" value="12345678"/>
Confirm Account Number	<input type="text" value="12345678"/>
Account Holder	<input type="text" value="Ms K Mitchem"/>

Bank Location is United Kingdom.  
Currency used is Pound Sterling.

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Please see next step...

14. 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’

**Self Service Bank Details**

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Manage My Bank Accounts

**Result**

✓ You have successfully added the bank account Example1.

**Bank Details**

Nickname	Example1	
Account Type	Checking	
Sort Code	090126	Santander UK plc
Building Society ID		
Account Number	XXXX5678	
Account Holder	Ms K Mitchem	

[Enrol in Direct Deposit](#) | [Manage My Bank Accounts](#)

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15. Click ‘Enroll in Direct Deposit’ again:

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My Direct Deposits

ⓘ You are currently not enrolled in Direct Deposit.

[Enrol In Direct Deposit](#)

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16. 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'

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### My Direct Deposits

#### Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank account not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Enroll in Direct Deposit.

Bank Account Summary as of 01/02/2022		
Bank Account Nickname	Bank Account Type	Bank Account Number
Example1-5678	Checking	XXXX5678

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17. If not click 'Add Another Bank Account' and select your preferred UK bank account from the drop-down list

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### Enrol in Direct Deposit

#### Add Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

Direct Deposit Distribution			
Bank Account Nickname	Distribution Type	Amount / Percent	Priority
<input type="text" value="Select Bank Account"/> <input type="text" value="Select Bank Account"/> <input type="text" value="example1-5678"/>	Balance		

Currency used is Pound Sterling

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18. Click 'Next'

19. Please read the terms of the agreement before ticking the box to state you agree. Once you have ticked the box click 'Submit'

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Enrol in Direct Deposit

### Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrolment.

Bank Name	Distribution Type	Amount / Percent	Priority
example1-5678	Balance		

Currency used is Pound Sterling

You are about to enrol 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 must be made using the same method, to the same card or bank account from which the payment originated –this may be different to the account nominated for Direct Deposit. You may change your account information as necessary. Funds will be available depending on the timing of this submission.

The agreement is dated 01/02/2022

Yes, I agree to the terms and conditions of this agreement.


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20. Once agreed and submitted, the bank account is now successfully entered in the system:

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Enrol in Direct Deposit

### Result

 Congratulations! You are now enrolled in direct deposit.  
 View the summary below.

Bank Name	Distribution Type	Amount / Percent	Priority
example1-5678	Balance		

Currency used is Pound Sterling

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21. Your account should now have an 'Active' status and be checked as 'in use'.

Country Code:	GBR	United Kingdom
Currency Code:	GBP	
Status:	Active	✓ This account is in use.
Sort Code:	090126	Santander UK plc
Building Society ID:		
Account Type:	<input checked="" type="radio"/> Checking <input type="radio"/> Savings	
Account Number:	XXXX5678	
Account Name:	Ms K S Mitchem	
Nickname:	Example	

22. 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.