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

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’

![Image of Manage Bank Details screen]

3. Click ‘Add Account’

![Image of Add Account screen]
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](image)

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

   ![Account Type](image)

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

8. The account Sort Code should be entered into the ‘Bank Code’ field and should be 6 digits. Clicking the magnifying glass will bring up a list of sort code if necessary. If the sort code is not recognised or is not listed then please contact the Cashiers team here at the University: cashiers@nottingham.ac.uk

   ![Bank Code](image)

9. 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](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](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:

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’
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:
20. Your account should now have an ‘Active’ status and be checked as ‘in use’.

![Bank Information]

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.