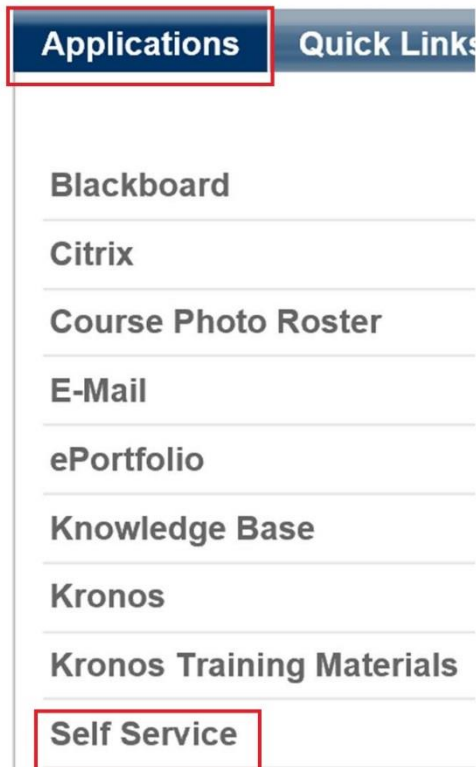


Self Service Banking Information - Direct Deposit

To add a direct deposit account for your paycheck:

1. Navigate to: <https://myq.quinnipiac.edu>
2. Click on **Self Service** under “**Applications**” in MyQ. You will be directed to the Self Service page.



3. Click on:

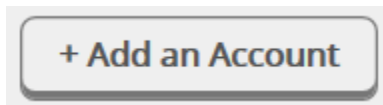
[Banking Information](#)

Here you can view and update your banking information.

You will see the following:

The screenshot shows a header section titled "Active Accounts" with a "+ Add an Account" button on the right. Below this is a table with columns for "Payroll Deposits", "Verification", "Amount", and "Deposit Priority", and a "View All" button. A light blue information banner at the bottom states: "You have no active payroll accounts. Your entire paycheck will be paid by paper check."

4. Click on the **+Add an Account** button.



You will see the following:

The screenshot shows a "New Deposit" page with a sub-header "Add a Bank Account". Underneath is a "Bank Account Usage" section containing a "Payroll Deposit" toggle switch currently set to "OFF". At the bottom right, there are "Cancel" and "Next" buttons.

5. Click on the OFF button to switch the Payroll Deposit ON.

(Continued on next page)

6. Review the Effective Date and select the amount of your paycheck to be deposited into this account. Then click the **Next** button.

New Deposit	Add a Bank Account
-------------	--------------------

Bank Account Usage

Payroll Deposit ON ✓

Effective Date

End Date No end date
 End on:

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance
 Specific Amount

Deposit Priority

New Account	Balance	🔒
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(Continued on next page)


7. Fill out your banking information. Click on the “I agree” checkbox in **Terms and Conditions**. Click the **Submit** button.

If the routing number you entered is not recognized, an error message will appear as pictured below, and you will need to contact Payroll at 203-582-7760 to make corrections.


Edit Bank Account Details

New Account


Account Nickname

Country of Bank 


Routing Number *

[View sample check image](#) 

Bank Account Number *

[View sample check image](#) 

Re-enter Bank Account Number *

[View sample check image](#) 


[Back](#) [Submit](#)

Routing Number *


211177610| 


The routing number is invalid


If you cannot locate the routing number, then:

Hover over the  to get an example of a routing number.

Routing Number *

021201503| 

TD Banknorth 



Terms and Conditions 

By clicking "I Agree" below, I acknowledge that I have read and agree to the Quinnipiac University Direct Deposit Terms and Conditions. Terms and Conditions for Student Refunds and Employee Advances/Reimbursements can be found by clicking on the links at the top of this page for Bursar's Office Student Refunds or Procurement Direct Deposit Payments, respectively.

I agree to the terms and conditions

[Back](#) [Submit](#)

8. You should now see your new account listed under **Active Accounts** with a Verification status of “**Not Verified.**” Once your bank has verified your account information, the status will be updated to “**Verified.**”

Active Accounts					+ Add an Account
Payroll Deposits	Verification	Amount	Deposit Priority	View All	
TD Bank	Not Verified 	Balance	Last		

To edit existing direct deposit account information:

1. Select the bank account from the **Active Accounts** list.
2. Confirm your account number

Confirm your bank account number

TD Bank	Account Ending: ...5912
---------	-------------------------

Bank Account Number

You must confirm a pre-existing account number to continue.

Cancel	Confirm
--------	---------

3. Update your bank account information and click the **Save** button or click the **Cancel** button to exit without making changes.

To stop direct deposit and delete your account information:

1. Select the bank account from the **Active Account** list. Confirm your account number.

Confirm your bank account number

TD Bank Account Ending: ...5912

Bank Account Number

i

You must confirm a pre-existing account number to continue.

Cancel Confirm

2. Click the green **ON** button to switch the payroll deposit to **OFF**.

Bank Account Usage

Payroll Deposit **ON** ✓

Bank Account Usage

Payroll Deposit **OFF** ✗

3. Click the **Save** button to delete your refund account information.

Cancel Save