

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 University at Buffalo QuikPAY website. The header includes the university logo and name. A navigation sidebar on the left contains links: 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- Message Board" and contains several paragraphs of text and a list of links for various services like Tuition and Fees, Medical Insurance, Meal Plans, Housing, and Financial Aid Award.

2. Enter your Parent ID Number and click Continue.

The screenshot shows the University at Buffalo QuikPAY website. The header includes the university logo and name. A navigation sidebar on the left contains links: 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- Direct Deposit Enrollment" and contains text explaining the benefits of direct deposit and the enrollment process. A "Parent ID" input field is highlighted with a red box, and a "Continue" button is also highlighted with a red box.

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-section 'Account Information' with the following fields: Holder's Name (text input), Account Type (dropdown menu set to 'CHECKING'), Routing Number (text input with a help icon), Account Number (text input with a help icon), and Reenter Account Number (text input). Below this is a 'Profile Information' section with a 'Profile Name' text input and a 'Save Profile' checkbox. A note states: 'To save your account information for future use, enter a profile name and click the checkbox.' At the bottom right are 'Continue' and 'Cancel' buttons.

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 identical to the previous screenshot, but the 'Account Information' section is simplified, containing only the 'Account Number' text input field. The 'Continue' button is highlighted with a red rectangular box. The 'Profile Information' section and 'Save Profile' checkbox are still present but not the focus of this step.

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.

Profile Information	
Profile Name:	

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
Payment Plan
Messages

Direct Deposit Enrollment Receipt

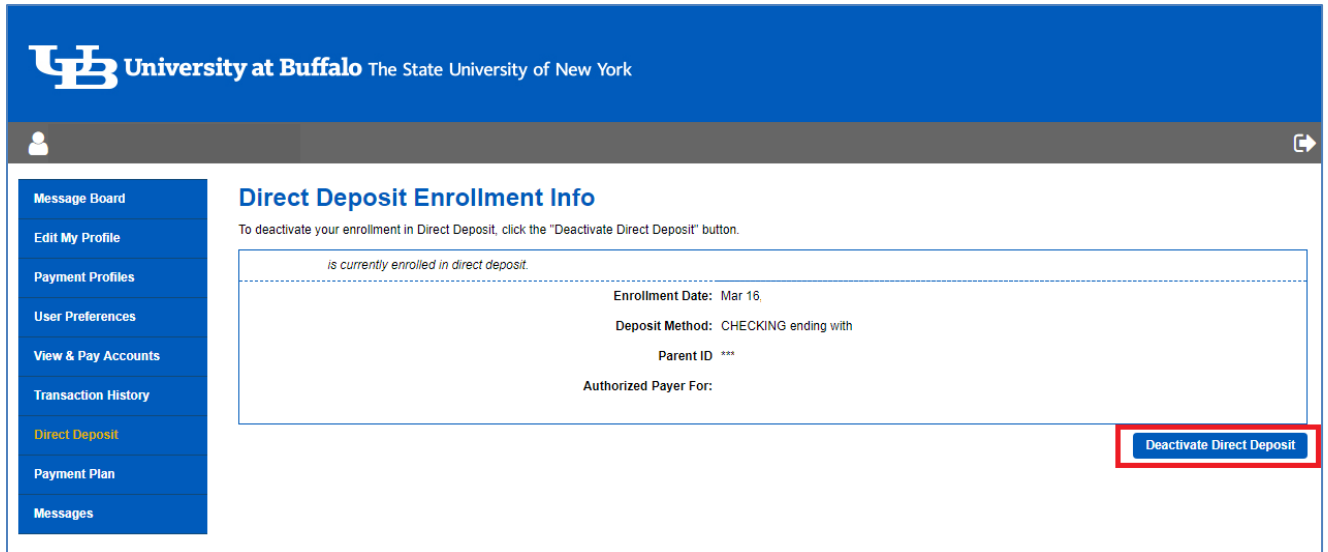
[Print](#)

has been successfully enrolled in direct deposit.

Enrollment Date:	Mar 16
Deposit Method:	CHECKING ending with
Parent ID	***
Authorized Payer For:	

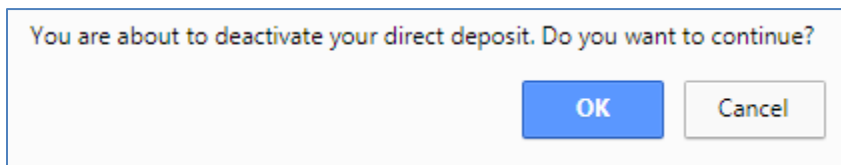
Deactivate Direct Deposit Enrollment

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



The screenshot shows the University at Buffalo website interface. At the top, the logo and name 'University at Buffalo The State University of New York' are visible. Below the header is a navigation menu with options: Message Board, Edit My Profile, Payment Profiles, User Preferences, View & Pay Accounts, Transaction History, Direct Deposit (highlighted in yellow), Payment Plan, and Messages. The main content area is titled 'Direct Deposit Enrollment Info' and contains the following text: 'To deactivate your enrollment in Direct Deposit, click the "Deactivate Direct Deposit" button.' Below this is a box containing the text 'is currently enrolled in direct deposit.' and the following details: 'Enrollment Date: Mar 16,' 'Deposit Method: CHECKING ending with', 'Parent ID ***', and 'Authorized Payer For:'. A blue button labeled 'Deactivate Direct Deposit' is located at the bottom right of the enrollment information box and is highlighted with a red rectangular border.

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



The dialog box contains the text: 'You are about to deactivate your direct deposit. Do you want to continue?' Below the text are two buttons: 'OK' (a blue button) and 'Cancel' (a white button with a grey border).