



Direct Deposit File Creation Direct Deposit Note1

A direct deposit file should only be created once per day. After you have created the file for the day, you should not process any more direct deposits for that day including on-line refunds that may be direct deposit. If done, the file is created again for the day and will double up the DDP's that were created in the first file creation.

A direct deposit refund may be reversed using the "refund reversal by ID" but it will not reverse out the DDP from the DDP file that was created for the bank. You must submit a "Request for Delete, Change, or Add to an ACH File" form directly to the bank to correct the DDP file that was created.

For new students, when entering Direct Deposit information and no refunds are being created, you will want to still create a Direct Deposit file to be sent to the bank. The bank will then do the verification on the data sent. If the data is in error, your campus will be notified via Fax or phone call.

A student who has an active DDP account will always create a DDP even if you try to override to a paper check when processing an on-line refund. The only way to get a paper check is to inactivate the DDP for the student.

If you are entering the same exact Direct Deposit for two or more students (example: married couples that are going to school) make sure the effective dated row is different for each record. Otherwise you may encounter a message that says this account is already being used.