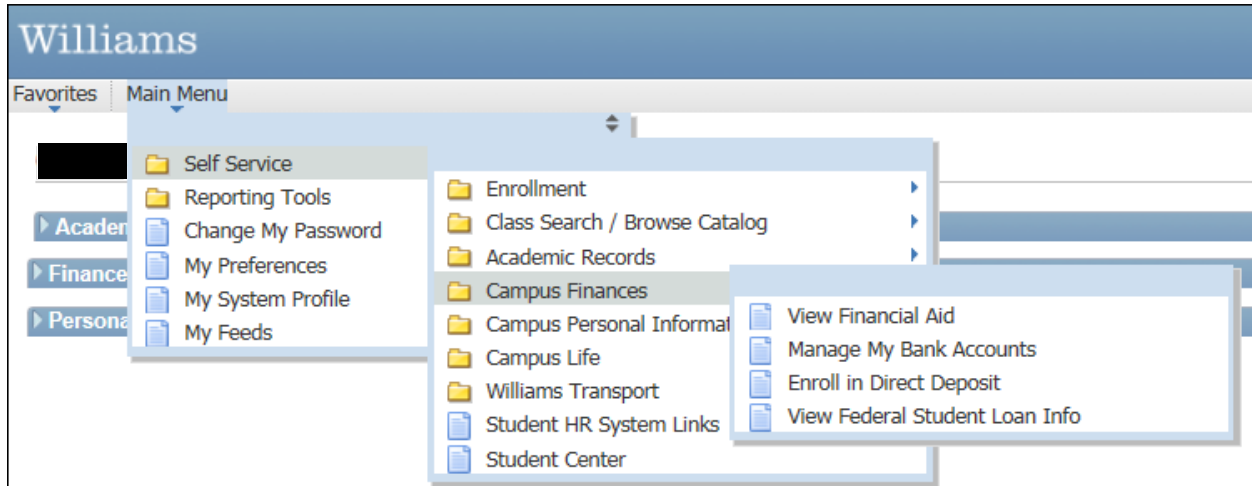


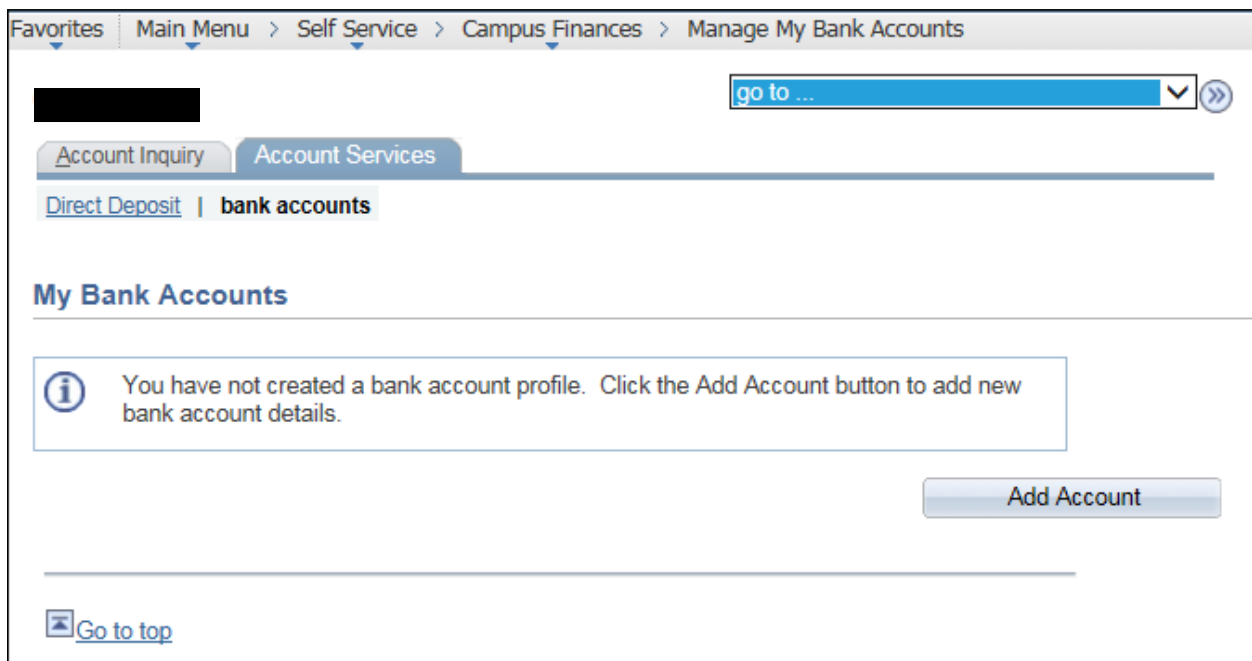
INSTRUCTIONS FOR SETTING UP DIRECT DEPOSIT WITH WILLIAMS ACCOUNTS PAYABLE DEPARTMENT

To enter your bank account, follow this navigation:

Main Menu – Self Service – Campus Finances – Manage My Bank Accounts



Click on the “Add Account” button



This is the screen where you will enter your bank account information (must be a standard U.S. checking or savings account).

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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 Bursar's Office.

Bank Details

Nickname

Account Type [View Sample Check](#)

Bank Code 


Branch 

Account Number

Confirm Account Number

Account Holder

Bank Location is United States.
Currency used is US Dollar.

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Create a Nickname for this account. Suggestion is your first name with the type of account it is.
Example - Joe-checking

Click on the down arrow to select the type of account – Checking or Savings.

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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 Bursar's Office.

Bank Details

Nickname

Account Type [View Sample Check](#)

Bank Code

Branch

Account Number

Confirm Account Number

Account Holder

Bank Location is United States.
Currency used is US Dollar.

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Bank Code – you can either manually enter the 9-digit routing number or click on the magnifying glass. A search window will display with all available routing numbers. To search for your bank, change the “begins with” to “contains” and enter part of the bank name. Click on "Look Up". You will then be able to select the appropriate routing number.(If there are multiple routing numbers for the same bank name, please confirm tha you have selected the correct one).

The screenshot shows the Williams website interface. In the background, the 'Add Bank Account Details' form is visible, with fields for Nickname (Student Name-checkin), Account Type (Checking), Bank Code, Branch, Account Number, Confirm Account Number, and Account Holder. A 'Look Up Bank Code' search window is overlaid on the right side of the page.

Look Up Bank Code

Country Code: USA

Bank ID: begins with []

Bank Name: begins with []

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Bank ID	Bank Name
01100015	FEDERAL RESERVE BANK OF BOSTON
01100028	STATE STREET BOSTON
011000138	Bank of America
011000390	Bank of America
011000536	FEDERAL HOME LOAN BANK
011001234	THE BANK OF NEW YORK MELLON
011001276	ONEUNITED BANK
011001881	FIDUCIARY TRUST COMPANY
011002343	THE BOSTON PRIVATE BK. & TR CO
011002877	EAST WEST BANK
011075150	SANTANDER BANK, N.A.
011075202	SANTANDER BANK, N.A.
011102133	EASTHAMPTON SAVINGS BANK
011102353	FIRST NAT. BANK OF SUFFIELD
011102502	UNION SAVINGS BANK
011102612	SALISBURY BANK & TRUST CO.
011102638	THE NATIONAL IRON BANK
011102667	SALISBURY BANK & TRUST CO.
011103093	TD BANK, NA
011104322	WEBSTER BANK, N.A.
011104335	PRIME BANK
011104351	SIMSBURY BANK AND TRUST CO
011110617	BANKERS BANK NORTHEAST
011110659	LIBERTY BANK
011110675	WEBSTER BANK, N.A.
011110701	WEBSTER BANK, N.A.
011110756	START COMMUNITY BANK
011175212	CONNECTICUT COMMUNITY BANK, N.A.
011200475	BANGOR SAVINGS BANK
011200585	DAMARISCOTTA BANK & TRUST CO
011200608	KEYBANK NATIONAL ASSOCIATION

Account Number – Here is where you need to enter the bank account number. DO NOT drop any leading zeros.

Confirm Account Number – Enter the account number again.

Account Holder – Here is where you will identify the name of the holder of the bank account.

Click on the “Next” button when completed.

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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 Bursar's Office.

Bank Details

Nickname	Student Name-checkin
Account Type	Checking View Sample Check
Bank Code	211370545 TD BankNorth
Branch	
Account Number	123456
Confirm Account Number	123456
Account Holder	Student name

Bank Location is United States.
Currency used is US Dollar.

Cancel Next

[Go to top](#)

You will receive the message below if you have successfully entered your banking instructions.

Now you need to Enroll in the Direct Deposit. Click on the “Enroll in Direct Deposit” button.

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Manage My Bank Accounts

Result

 You have successfully added the bank account Student Name-checking.

Bank Details

Nickname	Student Name-checking		
Account Type	Checking		
Bank Code	211370545	TD BankNorth	
Branch			
Account Number	XX3456		
Account Holder	Student name		

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Click on "Enroll in Direct Deposit".

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My Direct Deposits

i You are currently not enrolled in Direct Deposit.

[Enroll In Direct Deposit](#)

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Click on "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 08/29/2017		
Bank Account Nickname	Bank Account Type	Bank Account Number
Student Name-checking-3456	Checking	XX3456

[Add Another Bank Account](#) [Proceed to Enroll in Direct Deposit](#)

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Click on the down arrow "Select Bank Account" and select the bank account listed.

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Enroll 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
Select Bank Account	Balance		

Currency used is US Dollar

Cancel Next

 [Go to top](#)

When the bank account is selected, click on the "Next" button.

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Enroll 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
student name-checking-	Balance		

Currency used is US Dollar

Cancel Next

Click on the box next to “Yes, I agree to the terms and conditions of this agreement.” when you have read the agreement form.

Click on “Submit”.

You will receive an email confirmation of your enrollment in the Accounts Payable direct deposit program.

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Enroll in Direct Deposit

Agreement

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

Bank Name	Distribution Type	Amount / Percent	Priority
student name-checking-3456	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit of your refund checks. Signing up for direct deposit will allow excess proceeds from financial aid and over payments applied to your student account to be deposited directly into your checking or savings account. You will receive your funds faster with direct deposit instead of a check mailed to you.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank(s) referenced above. You may change your account information as necessary. Funds will be available depending on timing of this submission.

Should you wish to cancel your direct deposit enrollment, please come to the Bursar's Office.

The agreement is dated 08/29/2017

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

Cancel Back Submit

[Go to top](#)

You are now successfully enrolled in the Accounts Payable direct deposit program.

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Enroll in Direct Deposit


Result

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

Bank Name	Distribution Type	Amount / Percent	Priority
student name-checking-3456	Balance		

Currency used is US Dollar

[Go To Direct Deposit Summary](#)

 [Go to top](#)

You also have the ability to enter additional bank accounts and edit the account in which any direct deposits from Account Payable are directed.


To add an additional bank account follow this navigation:

Main Menu – Self Service – Campus Finances – Manage My Bank Accounts

Click on “Add Account”.

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My Bank Accounts


Listed below are the bank accounts associated to you. You can add, update or view your bank details. To add new bank account details click Add Account. To update, click Edit. To remove, click Delete.

Bank Account Summary

Bank Account Summary as of 08/29/2017

Bank Account Nickname	Bank Account Type	Account Number		
Student Name-checking	Checking	XX3456		

[Add Account](#)

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You will need to populate this screen the same way that was described in the previous instructions.

Click on "Next."

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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 Bursar's Office.

Bank Details

Nickname

Account Type [View Sample Check](#)

Bank Code

Branch

Account Number

Confirm Account Number

Account Holder

Bank Location is United States.
Currency used is US Dollar.

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Here is an example of how to populate this screen with information for a second bank account.

Click on "Next."

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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 Bursar's Office.

Bank Details

Nickname	<input type="text" value="stdnt name-savings"/>
Account Type	<input type="text" value="Savings"/> View Sample Check
Bank Code	<input type="text" value="211370545"/> <input type="text" value="TD BankNorth"/>
Branch	<input type="text"/>
Account Number	<input type="text" value="456123"/>
Confirm Account Number	<input type="text" value="456123"/>
Account Holder	<input type="text" value="stdnt name"/>

Bank Location is United States.
Currency used is US Dollar.

[Go to top](#)

The second bank account has been successfully created.

To change the account to be used for direct deposits with Accounts Payable – click on “Modify Direct Deposit.”

The screenshot displays the Williams Self Service interface. At the top, the Williams logo is on the left, and a navigation breadcrumb trail reads: Favorites | Main Menu > Self Service > Campus Finances > Manage My Bank Accounts. A search bar with the text "go to ..." and a magnifying glass icon is on the right. Below the navigation, there are tabs for "Account Inquiry" and "Account Services", with "Account Services" being the active tab. Under "Account Services", there are sub-tabs for "Direct Deposit" and "bank accounts", with "bank accounts" selected. The main heading is "Manage My Bank Accounts". Below this, a "Result" section contains a green checkmark icon and the message: "You have successfully added the bank account stdnt name-savings." A "Bank Details" section follows, containing the following information:

Nickname	stdnt name-savings		
Account Type	Savings		
Bank Code	211370545	Branch	TD BankNorth
Account Number	XX6123		
Account Holder	stdnt name		

At the bottom of the details section, there are two buttons: "Modify Direct Deposit" and "Manage My Bank Accounts". At the very bottom of the page, there is a "Go to top" link with an upward-pointing arrow icon.

Click on "Modify Direct Deposit."

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My Direct Deposits

Listed below are details of your direct deposit distribution. To modify, click Modify Direct Deposit.

Direct Deposit Summary

Direct Deposit Summary as of 08/29/2017

Bank Name	Distribution Type	Amount / Percent	Priority
Student Name-checking-3456	Balance		

Currency used is US Dollar

[Modify Direct Deposit](#)

[Go to top](#)

You will see the two accounts listed. If you wish to change the account assigned to the Accounts Payable direct deposit program, click on “Proceed to Modify 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 accounts not listed below, click on Add Another Bank Account.
Otherwise, click on Proceed to Modify Direct Deposit.

Bank Account Summary as of 08/29/2017		
Bank Account Nickname	Bank Account Type	Bank Account Number
stdnt name-savings-6123	Savings	XX6123
Student Name-checking-3456	Checking	XX3456

[Add Another Bank Account](#) [Proceed to Modify Direct Deposit](#)

[Go to top](#)

Click on the down arrow to select the correct account.

Click on "Submit."

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Enroll in Direct Deposit

Modify 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
student name-checking- ▾	Balance		

Currency used is US Dollar


Cancel Submit

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You will receive this confirmation if your modification was successful.

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Enroll in Direct Deposit


Result

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

Bank Name	Distribution Type	Amount / Percent	Priority
stdnt name-savings-6123	Balance		

Currency used is US Dollar

[Go To Direct Deposit Summary](#)

 [Go to top](#)