

To Set up ACH Deposit for Refunds to a Personal Banking Account

Step 1: Login to myTRCC and select Banking Information under the Financial Information heading

The following links may display confidential information.

ANNOUNCEMENT: Register NOW for Fall semester 2020!

Registration open for Fall until August 16, 2020.

Fall classes begin August 17, 2020. Semester ends December 3, 2020.

User Account

[Forgot Password](#)
[What's my User ID?](#)
[Change Password](#)
[Show my password hint](#)
[Address Change](#)

Financial Information

[View Account and Make Payments](#)
[Student Tax Information](#)
[Banking Information](#)

Financial Aid

[Financial Aid Self-Service](#)

Communication

[Student Email Login](#)
[E-mail My Advisor\(s\)](#)

Quick Links

[Blackboard Server](#)
[College Catalog](#)
[Three Rivers Bookstore](#)
[Three Rivers Home Page](#)

Registration

[Student Planning/Schedule Courses](#)
[Search and Register](#)
[Class Schedule](#)
[Search for Classes \(Course Schedule\)](#)

Academic Planning

[Self-Service Student Menu](#)
[Program Evaluation \(View Your Progress\)](#)
[Apply for Graduation](#)

Academic Profile

[Grades](#)
[Student Attendance](#)
[Unofficial Transcript](#)
[Official Transcript Request](#)
[Test Summary](#)
[Address Change](#)

Step 2: Click + Add a Bank Account

The screenshot shows the user interface of the Three Rivers College banking portal. At the top is a yellow navigation bar with the college logo and name on the left, and user profile information, 'Sign out', and 'Help' on the right. Below the navigation bar is a breadcrumb trail: 'Financial Information > Banking Information'. The main content area is titled 'Banking Information' and features a section for 'Active Accounts' with a '+ Add an Account' button. Below this is a section for 'Refunds, Reimbursements & Payments' with a 'View All' button. A light blue information banner states: 'You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.' The footer contains copyright information: '© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

THREE RIVERS COLLEGE

ahid[REDACTED] Sign out Help 1

Financial Information > Banking Information

Banking Information

Active Accounts

+ Add an Account

Refunds, Reimbursements & Payments

View All

i You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

Step 3: Use your mouse to Activate Refund, Reimbursement & Payment Deposit. This will change color when active. Click Next.

The screenshot shows the 'Banking Information' page on the Three Rivers College website. The page has a yellow header with the college logo and name, and navigation links for 'Financial Information' and 'Banking Information'. A sidebar on the left contains icons for home, banking, calendar, graduation, and user profile. The main content area is titled 'Banking Information' and includes a '< Back' link. Below this, there are sections for 'New Deposit' and 'Add a Bank Account'. Under 'Bank Account Usage', there is a toggle switch for 'Refund, Reimbursement & Payment Deposit' which is currently turned on (indicated by a blue circle and a red arrow). To the right of the toggle is the word 'Activate'. Below the toggle is an 'Effective Date' field containing '7/16/2020'. At the bottom of the form are two buttons: 'Next' (solid blue) and 'Cancel' (outline blue). A footer at the bottom of the page contains the copyright notice: '© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.


Step 4: Enter your Bank Account Details. Click Submit when complete.

Edit Bank Account Details


New Account


Account Nickname

Country of Bank


 


Routing Number *




[View sample check image](#) 


Bank Account Number *



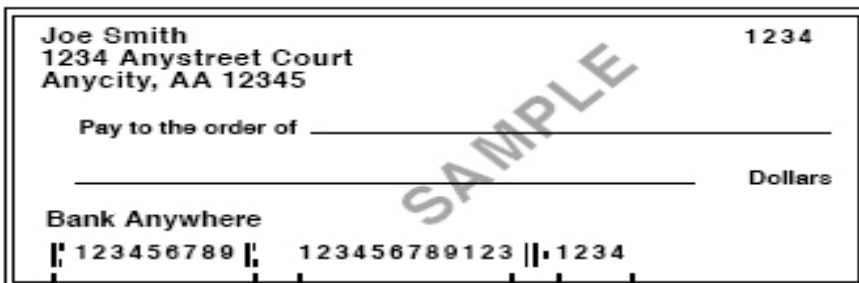
[View sample check image](#) 

Re-enter Bank Account Number *



[View sample check image](#) 

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




Routing
Number

Account
Number

Check
Number

Step 5: Read the Terms and Conditions.

****You will need to check the *I agree* box before you will be able to complete the process.****

Terms and Conditions 

I hereby authorize Three Rivers college to electronically deposit funds into my bank account using the bank information I have provided. If my bank information changes, I agree that I am responsible for changing that information through self service and any delay in payments caused by inaccurate bank information is not the responsibility of Three Rivers College.

I agree to the terms and conditions

Anytime that you wish to login to review your bank account information on file you will need to provide your account number before viewing. You will also have to provide the account number before you are able to change the bank account information.

All refunds will automatically default to the account on file. It is the student's responsibility to ensure their account information is up to date. If you no longer wish to have your funds sent directly to your banking account, you may deactivate this option by reversing the Activate button from Step 3 and a paper check will be mailed to the address on file. Address maintenance is the responsibility of the student and can be changed through myTRCC through the Address Change link under User Account. Please note paper checks require longer processing. The fastest way to receive refunds is to set up direct deposit.