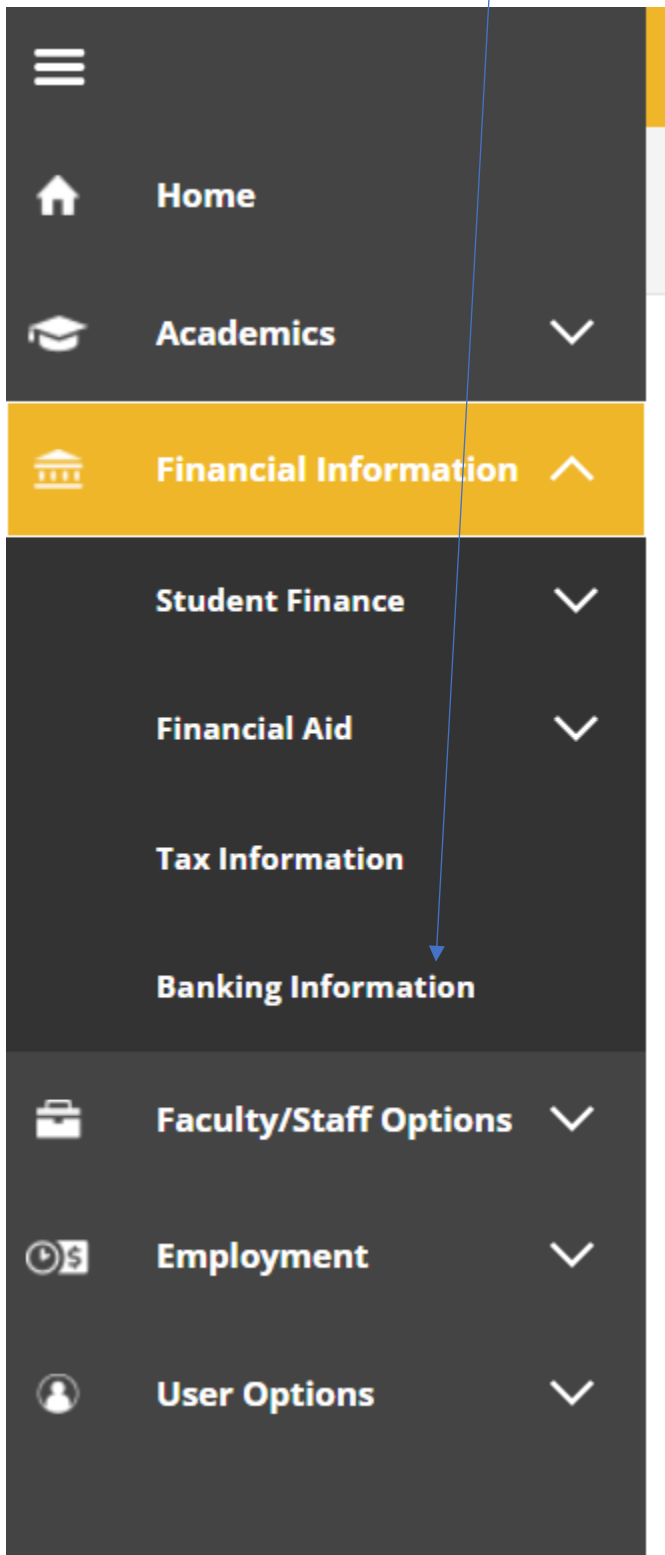


To Set up ACH Deposit for Refunds to a Personal Banking Account

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



Step 2: Click + Add a Bank Account

The screenshot shows the user interface of the Three Rivers College banking portal. At the top, there is a yellow navigation bar with the college logo and name on the left, and user profile information, a sign-out button, a help button, and a notification count on the right. Below the navigation bar, there are breadcrumb links for 'Financial Information' and 'Banking Information'. The main heading is 'Banking Information'. Underneath, there is a section for 'Active Accounts' with a '+ Add an Account' button. Below that is a section for 'Refunds, Reimbursements & Payments' with a 'View All' button. A light blue information banner states that there are no active refund/reimbursement accounts and that payments will be made by paper check. The footer contains copyright information for Ellucian Company L.P. and a link to the privacy policy.

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.

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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 left sidebar 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', the 'Refund, Reimbursement & Payment Deposit' option is highlighted with a green border and has a blue toggle switch turned on, with a red arrow pointing to it. Below this is an 'Effective Date' field containing '7/16/2020'. At the bottom of the form are 'Next' and 'Cancel' buttons. A footer at the very bottom 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 *

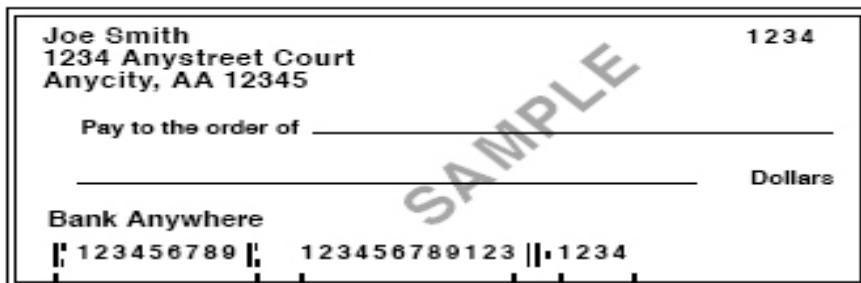
[View sample check image](#) ⓘ

Re-enter Bank Account Number *

[View sample check image](#) ⓘ

<>

BackSubmit



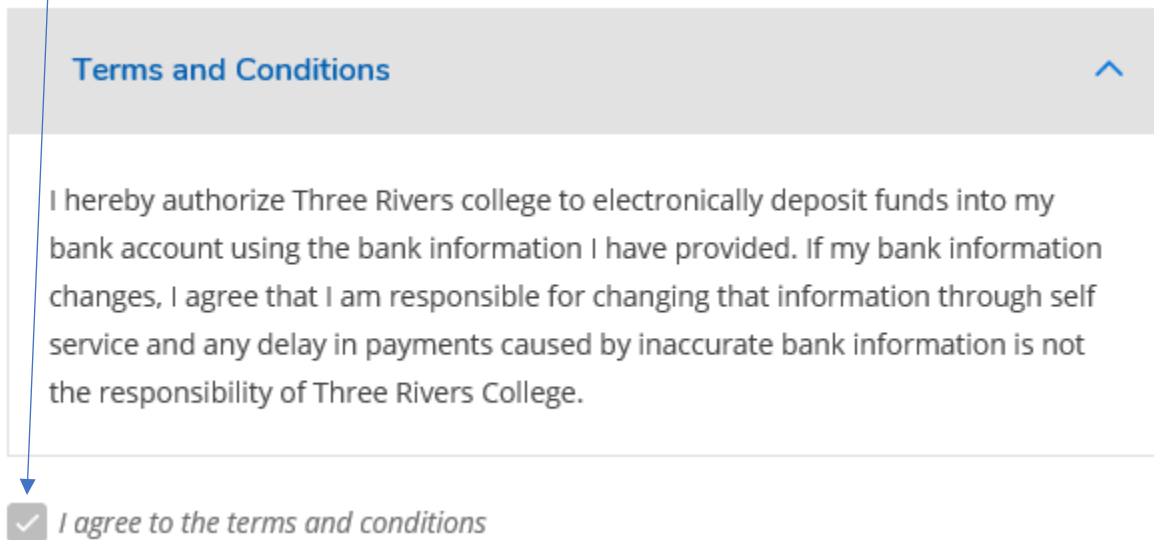
**Routing
Number**

**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.