

## ONLINE APPLICATION FOR DIRECT DEPOSIT

The Division of Business Affairs, including the Business Operations Support team and Business Office have developed a secure and encrypted application that allows students to register their bank information for direct deposit of their refunds and update their existing bank account details. These applications can be accessed through a computer, tablet or mobile phone at [go.eiu.edu/ddrefund](https://go.eiu.edu/ddrefund).

The direct deposit application can be accessed through a computer, tablet, or phone.

To complete the application, complete the form and upload:

1. A copy of a canceled check or bank statement AND
2. A copy of your Panther Card or state-issued ID card (like a driver's license).

These documents are required for security and authentication purposes.

Once the application is submitted, it will take up to three business days for the changes to take effect. You will be notified via email once the changes have been made in the accounts payable system.

If your refund is not direct deposited, it will be mailed to your local address.

If you wish to complete the application in person, visit the digital kiosk in the Cashier's Office (enter via the ramp at back of Old Main).

If you have any questions, please contact Student Accounts at 217-581-3715.

**REFUND DIRECT  
DEPOSIT APPLICATION** 

[go.eiu.edu/ddrefund](https://go.eiu.edu/ddrefund)