

DIRECT DEPOSIT INSTRUCTIONS

1. Log on to Cougar Trail, under "Treasurer," click "Bank Account Info."
2. Use sample check below as a guide to enter data asked for on the Bank Account Info. Screen
3. The status field should remain "active," then hit submit
4. If using a Savings Account, please verify your routing information with your bank.

***GENERALLY, REFUNDS ARE MADE AVAILABLE WITHIN 3 BUSINESS DAYS AFTER THE EXCESS AID TRANSACTION POSTS TO COUGAR TRAIL. IF YOU HAVE DIRECT DEPOSIT, PLEASE CONTACT YOUR BANK TO VERIFY A REFUND HAS POSTED TO YOUR ACCOUNT.**

The image shows a sample check from Bank of America. The check is dated 19-2/1250 and is payable to the order of "Your Name" (1234 Oak, Anytown, USA) for the amount of 20 DOLLARS. The check number is 1001. The ACH R/T number is 123456789. Below the check, four callouts identify the routing information: ABA Check Routing Number (23456789), Account Number (000123456789), Check Number (1001), and ACH Routing/Transit Number (123456789).

Field	Value
ABA Check Routing Number	23456789
Account Number	000123456789
Check Number	1001
ACH Routing/Transit Number	123456789