Adding a bank account for Direct Deposit of REFUNDS and REIMBURSEMENTS:

Log into MyOCC

On the Student Finance card and click the Refund banking information



If you have never had a bank account for refunds and reimbursements, click ADD AN ACCOUNT -



Toggle button to ACTIVATE

New Deposit		Add a Bank Account
Bank Account Usage		
Refund, Reimbursement & Payment Deposit	Activate	
Next Cancel		

After toggling to ACTIVATE, enter Effective Date. Current date will default in - then click NEXT

New Deposit		Add a Bank Account
Bank Account Usage		
Refund, Reimbursement & Payme	nt Deposit 💽 Activate	
Effective Date	11/13/2021	
Next Cancel)	

A pop up for the new account will come up so that you can enter:

- Name/Nickname of Bank Account
- Country of Bank Account NOTE: OCC only will ACH to United States bank accounts
- Routing number
- Bank account
- Confirm Bank account
- Account Type (Checking or Savings)
- Click on acceptance of TERMS and CONDITIONS

Click SUBMIT

See screenshot examples below.

Financial Information Banking Information		
Banking Information	Edit Bank Account Details	
< <u>Back</u>	New Account	^
New Deposit	Account Nickname	
Bank Account Usage	New Account	
Refund, Reimbursement & Payment Deposit	Country of Bank	
Effective Date 11/13/2021	United States	`
Next Cancel	Routing Number *	(1)
	View sample check image 💿	
	Bank Account Number *	
		(i)
	View samnle check image	*
	Back Submit	

Banking Information	Edit Bank Account Details Account Type Checking	· · · · · · · · · · · · · · · · · · ·
Bank Account Usage	Terms and Conditions	^
Refund, Reimbursement & Payment Deposit Effective Date 11/13/2021 Next Cancel	YOU MUST AGREE WITH THESE TERMS AND C I authorize Oakland Community College to in the financial institution listed above for the p funds as indicated above. I understand that n funds into my account after Oakland Commu understand that this authorization replaces a full force and effect until Oakland Community or modification via Online Services in such tin College and the financial institution a reasona understand it may take up to 10 business day	CONDITIONS IN ORDER TO PROCEED: itiate credit entries to my account at purpose of automatically depositing my bank has 2 business days to place unity College has issued a deposit. I any previous one and will remain in y College has received a cancellation me as to afford Oakland Community able opportunity to act on it. I ys to process this request.
	I agree to the terms and conditions	v Submit

Once you have added the bank account information, your account will be listed, but it will show NOT VERIFIED. During each refund/reimbursement process, a process is run to update and verify all new and modified bank accounts.

Financial Information • Banking Information	
Banking Information	
Active Accounts	
Refunds, Reimbursements & Payments	Verification
TEST	▲ Not Verified

Once Financial Services has run the process to verify all new or modified bank accounts – the account will show as VERIFIED.



If you previously have entered bank account information – you can do the following:

- Edit the name of the account (NOTE: you can only edit the nickname of the account, any other changes to routing number, bank account number, type of account, require you to add a NEW account)
- Add a different account (NOTE; only ONE refund/reimbursement bank account is allowed)
- Inactivate the bank account