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

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

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.
Edit Bank Account Details

New Account

Account Nickname
New Account

Country of Bank
United States

Routing Number *

Bank Account Number *

Terms and Conditions

YOU MUST AGREE WITH THESE TERMS AND CONDITIONS IN ORDER TO PROCEED:
I authorize Oakland Community College to initiate credit entries to my account at
the financial institution listed above for the purpose of automatically depositing
funds as indicated above. I understand that my bank has 2 business days to place
funds into my account after Oakland Community College has issued a deposit. I
understand that this authorization replaces any previous one and will remain in
full force and effect until Oakland Community College has received a cancellation
or modification via Online Services in such time as to afford Oakland Community
College and the financial institution a reasonable opportunity to act on it. I
understand it may take up to 10 business days to process this request.

I agree to the terms and conditions

Back 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.

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