## How to set up direct deposit of tuition and fee refunds

- This process is separate from direct deposit for payroll. If you work for CU Boulder and you are also enrolled, you'll need to do both.
- Refunds can result from dropping classes, financial aid, etc.
- Refunds (except for parent loans) are returned to students.
- To set up direct deposit, you will need a U.S. checking or savings account in your name, your bank routing number and your account number. Credit, debit or Buff OneCard numbers are not routing numbers. Your bank routing number is a ninedigit code that identifies your bank. It can usually be found on your bank's website or you can call them directly.



Step 1: Log in to <u>Buff Portal</u> (buffportal.colorado.edu).

|                     | entity Service        |  |
|---------------------|-----------------------|--|
| Log in to <b>Bu</b> | ff Portal             |  |
| IdentiKey Username  | e (example: chbu1234) |  |
|                     |                       |  |
| IdentiKey Password  |                       |  |
|                     |                       |  |
|                     |                       |  |



## Step 2: Search for "direct deposit" in the Buff Portal search bar. Click **Direct Deposit** for Tuition & Fee Refunds.

| University of Colorado Boulder                    |   |                |           |          |       |                                       |        | (                           | example  | Buff Por                 | rta    |
|---|---|----------------|-----------|----------|-------|---------------------------------------|--------|-----------------------------|--|--------------------------|--------|
| QI≡Menu   |   |                |           |          |       |                                       | 🛉 Home | 🔶 Favor                     | ites 🌲 Notifications   | 😮 Help 🛛 😫 Pr            | rofile |
| - Search Buff Portal                              | × | û Holds        | & To-Do's |          | 5     | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 |        | ıl. Bufi                    | Portal Survey 2024   | ☆                        |        |
| Cards   | ^ | ① Holds        |           |          |       | >                                     |        |                             | Take the Survey 🔊  |                          |        |
| 5 Direct Deposit for Paychecks                    |   | 🏳 0 To-Do's    |           |          |       | >                                     |        | Let us know                 | what you think about Buf   | f Portal and enter       |        |
| Direct Deposit for Tuition & Fee Refunds          |   | Class          | Schedule  |          |       | ~ 2                                   |        | Complete th<br>22nd to ente | e survey by 11:59PM on F<br>er the random drawing to v                     | riday, November<br>win!. |        |
| 🚊 CU Boulder Student Government                   |   | Fall 2         | 24 🔻      |          |       |                                       |        |                             | -  |                          |        |
| Returning Student Confirmation Deposit<br>Payment |   | < > т          | oday      | Day      | 5-Day | Waitlisted                            |        | You<br>Fall                 | Classes  | ☆                        |        |
| 🐊 Employee Portal                                 | ~ |                | Novemb    | oer 11 - | 15    | _                                     |        |                             |  | _                        |        |
| ③ Tuition & Fees                                  |   | Mon            | Tue       | Wed      | Thu   | Fri                                   |        | No inform                   | ation available.   |                          |        |
| 🔗 Degree Audit                                    |   | 11/11<br>Other | 11/12     | 11/13    | 11/14 | 11/15                                 |        | 平 More It                   | ems  | >                        |        |
| 🖏 Finding a Job                                   |   | 8 AM           |           |          |       |                                       |        |                             |  | _                        |        |
| Medical Care                                      |   | 9 AM           |           |          |       |                                       |        | Enro                        | llment Dates   | ☆                        |        |
| /デ Office of Victim Assistance                    | 1 | 0 AM           |           |          |       |                                       |        |                             | ou currently have no assig   | ned                      |        |
| ③ Update CU Login Information                     | 1 | 1 AM           |           |          |       |                                       |        |                             | asses.   |                          |        |
| IEC Milestones                                    |   | 1 PM           |           |          |       |                                       |        |                             | all 2024 Enrollment Date:<br>pril 2, 2024 3:15PM -<br>ine 13, 2024 11:59PM | >                        |        |
| → Transferology                                   |   | 2 PM           |           |          |       |                                       |        | View                        | Registration & Advising C  | Card Group               |        |
|   |   |                |           |          |       |                                       |        |                             |  |                          |        |



Step 3: Click Set Up or Verify Direct Deposit.

| Sirect Deposit for Tuition & Fee<br>Refunds Arefunds |
|--|
| Set Up or Verify Direct Deposit 🔊                    |
| Description ~  |
| C 303-492-5381                                       |
| ☑ bursar@colorado.edu                                |
| About Tuition & Fee Refunds                          |
|  |



## Step 4: Read the authorization and disclosure, and then click Next.

| G University of  | Colorado Boulder   |   |   |  |   |  | example   |
|--|--|---|---|--|---|--|---|
| Account Services >   | Direct Deposit   |   |   |  |   |  |   |
| <b>å</b>   |  |   |   |  |   |  | E Menu  |
|  | 1<br>STEP 1  |   | STEP 2  | $\rightarrow$  | 3<br>STEP 3   | $\rightarrow$  | STEP 4  |
| l hereby auth  | orize the Univer   | sity of Color   | ra <b>do to</b> :   |  |   |  |   |
| <ol> <li>Deposit credit b</li> <li>Credit my check</li> <li>Initiate, if necession</li> </ol>  | palances from my tuition a<br>king or savings account w<br>ssary, debit entries and ad   | nd fee account via<br>ith these funds.<br>justment for any cre  | electronic transfer of fur<br>edit entries in error to m  | ds to my account at the  | e financial institution that I o  | designate.   |   |
| l understand   | that:  |   |   |  |   |  |   |
| <ol> <li>Once I have sig<br/>includes the rec</li> <li>This direct depo</li> <li>The deposit will</li> <li>I should contact</li> <li>I acknowledge<br/>third parties, inc</li> <li>Refunds reflect<br/>adjustment. If I</li> </ol> | gned up for direct deposit,<br>quired enrollment deposit<br>osit authorization does NC<br>Il show on my financial inst<br>t my financial institution to<br>that the origination of direc<br>cluding my financial institu<br>t current activity on each c<br>am enrolled at more than | any future credit ba<br>(less any outstandir<br>)T authorize the uni<br>titution account app<br>verify receipt of fur<br>ct deposit transaction<br>tion, but must cance<br>ampus's bursar acco<br>one campus, I und | alance will automatically<br>ng charges) which will d<br>iversity to withdraw mon<br>roximately two to three<br>nds.<br>on to my account must o<br>el this authorization by o<br>count. I realize I may be<br>erstand I may have a se | be deposited in my fina<br>eposited approximately<br>ey from my account for<br>business days after the<br>omply with the provision<br>deleting my account us<br>assessed future charge<br>parate bill that may still | ancial institution account. F<br>4-6 weeks after graduation<br>tuition and fee charges.<br>a credit appears on my univ<br>ons of U.S. law. I also under<br>ing the following pages, or<br>es if I change my schedule,<br>I need to be paid. | or degree-seeking stud<br>n or separation.<br>versity tuition and fee ac<br>rstand that I cannot can<br>contacting my campus f<br>, enroll in a waitlisted cla | ents at the Boulder campus, this<br>count.<br>cel this authorization through any<br>Bursar's Office in writing or email.<br>ass, or receive a financial aid |
| Student choi   | ce in direct depo  | osit banking  | :   |  |   |  |   |
| <ol> <li>If you have an ed.</li> <li>If you do not hat</li> <li>Disclosure: Sortison Soc. See information of CU Bould</li> </ol>   | existing bank account in yo<br>ave a bank account, you ca<br>me CU campuses have ag<br>ation and agreements belo<br><b>der</b>   | our name, set up di<br>an choose to open<br>reements with U.S<br>w.   | rect deposit for refunds<br>an account with any U.S<br>banking institutions. Yo   | using that account.<br>6. banking institution. Ye<br>u have the option to op   | ou can change your selection<br>open an account with one of   | on at any time.<br>these banking institution   | ns, but you are not required to do  |
| • CU Color   | rado Springs   |   |   |  |   |  |   |
|  |  |   |   |  |   |  |   |



Step 5: If you are setting up direct deposit for the first time, enter your banking information and click **Next**. If you need to verify your information, review the screen. You will only be able to see the last four digits of the bank account number. If you need to change the information, you can click **Delete** and then **Yes – Delete**, close the window and go back into Set Up or Verify Direct Deposit from Buff Portal and enter the correct information.

| G University of Colorado Boulder   | example |
|--|---------|
| Direct Deposit Student Refunds > 2.Banking Information   |         |
|  | E Menu  |
| You are here: 1 2 3 4  | _       |
| Bank Account Details   |         |
| Checking V   |         |
| Account Type   |         |
|  |         |
| Routing Number   |         |
| Bank Account Number  |         |
|  |         |
| Confirm Account Number<br>Do not use your debit card number. Contact your bank if you do not know your associated account number. Do not include special characters. |         |
| CANCEL   | -       |
| PREVIOUS   |         |
| NEXT   |         |



Step 6: Confirm the information and click **Submit**. If your banking information changes, you'll need to update this information.

| Diversity of Colorado Boulder                                      | example       |
|--|---------------|
|  |               |
| Direct Deposit Student Refunds > 3. Confirm and Submit Information |               |
|  | <b>⊟</b> Menu |
| You are here: 1 2 3 4  |               |
| Bank Account Type  |               |
| Checking   |               |
| Bank Name  |               |
| ELEVATIONS CREDIT UNION  |               |
| Routing Number   |               |
| 307074580  |               |
| Bank Account Number  |               |
| ********* 800  |               |
| CANCEL   |               |
| PREVIOUS   |               |
| SUBMIT   |               |
|  |               |



Step 7: Next you will see a confirmation page. When you see a credit on your tuition account and you have set up direct deposit, refunds will be deposited into your bank account in 2-3 business days, depending on your bank.

| University of Colorado Boulder              | example |
|---|---------|
| Direct Deposit Student Refunds > 4. Result  |         |
|   | ≡ Menu  |
| You are here: 1 2 3 4                       |         |
| Thank you. Your request has been submitted. |         |
|   |         |
|   |         |

