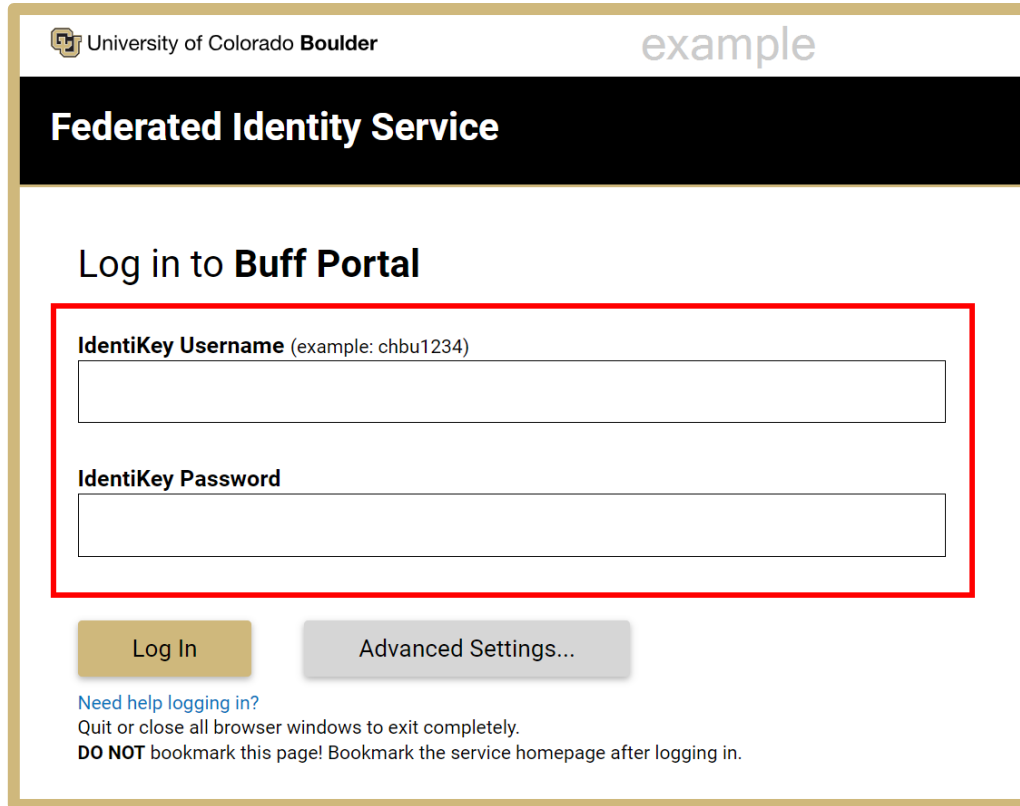


How to set up direct deposit of tuition and fee refunds

- 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 nine-digit 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 [Buff Portal](http://buffportal.colorado.edu) (buffportal.colorado.edu).



University of Colorado **Boulder** example

Federated Identity Service

Log in to **Buff Portal**

IdentiKey Username (example: chbu1234)

IdentiKey Password

[Log In](#) [Advanced Settings...](#)

[Need help logging in?](#)
Quit or close all browser windows to exit completely.
DO NOT bookmark this page! Bookmark the service homepage after logging in.

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

The screenshot shows the Buff Portal interface for the University of Colorado Boulder. At the top, the logo and name 'University of Colorado Boulder' are on the left, and 'example Buff Portal' is on the right. Below the logo is a search bar containing 'direct deposit' and a 'Menu' icon. To the right of the search bar are navigation links: Home, Favorites, Notifications, Help, and Profile.

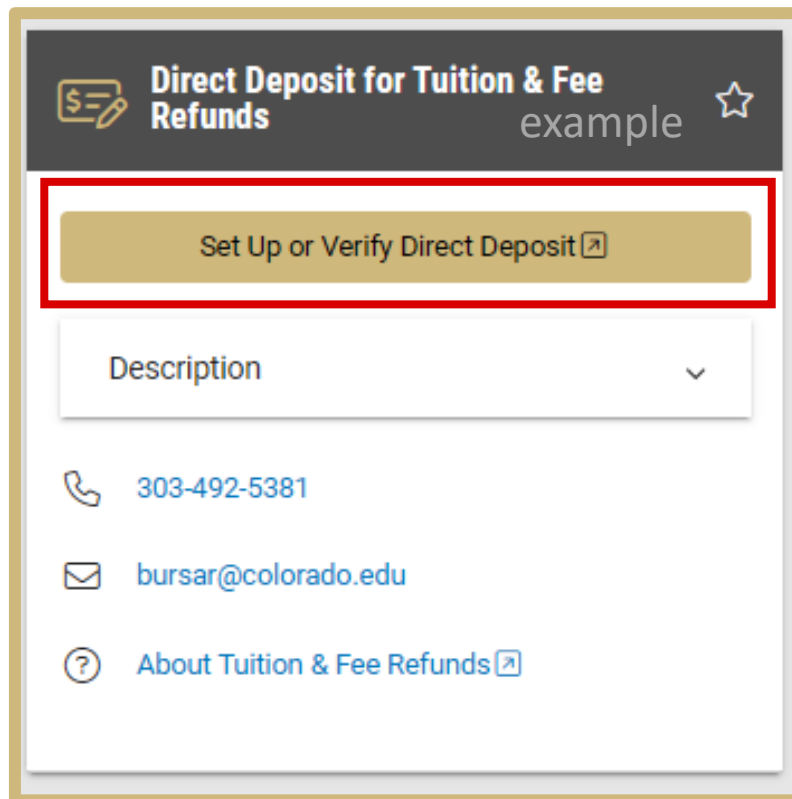
The main content area is divided into several sections:

- Holds & To-Do's:** Shows 0 Holds and 0 To-Do's.
- Class Schedule:** Set for Fall 2024, with a 'Waitlisted' toggle. It displays a calendar for November 11-15, 2024, with a yellow highlight on Tuesday, November 12th.
- Buff Portal Survey 2024:** A blue banner with a 'Take the Survey' button and text: 'Let us know what you think about Buff Portal and enter to win one of five \$30 Amazon gift cards. Complete the survey by 11:59PM on Friday, November 22nd to enter the random drawing to win!'
- Your Classes:** Set for Fall 2024, showing 'No information available' and a 'More Items' link.
- Enrollment Dates:** Shows a message: 'You currently have no assigned enrollment dates for Spring 2025 classes.' and 'Fall 2024 Enrollment Date: April 2, 2024 3:15PM - June 13, 2024 11:59PM' with a 'View Registration & Advising Card Group' link.

On the left side, there is a 'Cards' menu with the following items:

- Direct Deposit for Paychecks
- Direct Deposit for Tuition & Fee Refunds** (highlighted with a red box)
- CU Boulder Student Government
- Returning Student Confirmation Deposit Payment
- Employee Portal
- Tuition & Fees
- Degree Audit
- Finding a Job
- Medical Care
- Office of Victim Assistance
- Update CU Login Information
- IEC Milestones
- Transferology

Step 3: Click **Set Up or Verify Direct Deposit**.



Step 5: If you are setting up direction 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.

University of Colorado Boulder example

Direct Deposit Student Refunds > 2.Banking Information

Menu

You are here: 1 2 3 4

Bank Account Details

Checking ▾

Account Type

Routing Number

Bank Account Number

Confirm Account Number
Do not use your debit card number. Contact your bank if you do not know your associated account number. Do not include special characters.

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

The screenshot shows a web interface for the University of Colorado Boulder. The header includes the university logo and name on the left, and the word "example" on the right. Below the header is a breadcrumb trail: "Direct Deposit Student Refunds > 3. Confirm and Submit Information". A "Menu" button is located in the top right corner. The main content area displays the following information:

You are here: 1 2 3 4

Bank Account Type
Checking

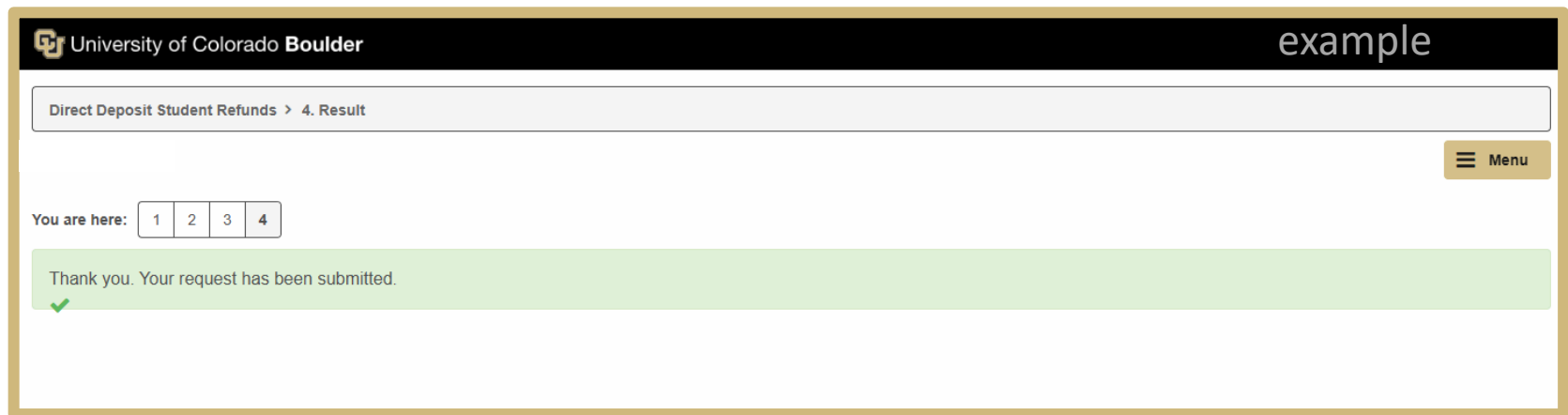
Bank Name
ELEVATIONS CREDIT UNION

Routing Number
307074580

Bank Account Number
***** 800

At the bottom of the form are three buttons: "CANCEL", "PREVIOUS", and "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.



The screenshot shows a web page for the University of Colorado Boulder. The header includes the university logo and name on the left, and the word "example" on the right. Below the header is a breadcrumb trail: "Direct Deposit Student Refunds > 4. Result". On the right side of the page, there is a "Menu" button. Below the breadcrumb trail, there is a "You are here:" section with four numbered links: 1, 2, 3, and 4. The link "4" is highlighted, indicating the current page. Below this, a green message box contains the text "Thank you. Your request has been submitted." with a green checkmark icon to the left.