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** (buffportal.colorado.edu).

![Login page example](image)
Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page. Then click **Account Setup**.
Step 3: Click **Direct Deposit**.
Step 4: Read the authorization and disclosure, and then click **Next**.
Step 5: Enter your banking information and click **Next**.
Step 6: Confirm the information and click **Submit**. If your banking information changes, you'll need to update this information.
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.