

Direct Deposit

Enroll in Direct Deposit

1. Log into [MySAIL](#)
2. Select *SAIL* from the *Popular Services* menu
3. Select *Personal Information*
4. Select: *View/Update Direct Deposit* to enroll in and manage direct deposit for payroll and accounts payable.
 - o Click on “*Add New*” in the *Proposed Pay Distribution* section to enroll in direct deposit for payroll payments.

The screenshot shows the 'Add Payroll Allocation' form overlaid on the 'Direct Deposit Allocation' page. The form includes the following fields and options:

- Bank Routing Number** and **Account Number**: Input fields with information icons.
- Bank Name**: Input field.
- Account Type**: Dropdown menu with 'Select a Type'.
- Priority**: Dropdown menu with '1' selected.
- Amount**: Radio buttons for 'Use Remaining Amount' (selected), 'Use Specific Amount', and 'Use Percentage'.
- Authorization Agreement**: A checkbox and a text block containing the following text:

By checking this box and submitting this Authorization Agreement, I understand, acknowledge, agree and certify that: (1) All of the banks or credit unions listed above are United States financial institutions and none of the direct deposit(s) made to those banks or credit unions will be electronically transferred in their entirety to a foreign financial institution in "back-to-back," "automatic sweep" or similar transactions. If this statement is not true, then: I will not submit this Authorization Agreement; or if I am currently enrolled in the direct deposit program, I will cancel my direct deposit authorization; (2) The following actions are authorized pursuant to the applicable NACHA rules: Oakland University may initiate deposit (credit) entries and, if necessary, reversal/correction (debit) entries and adjustments for any deposit (credit) entries in error to my account(s) listed above; and the banks or credit unions listed above may credit and/or debit the same to such account(s); (3) The Oakland University Direct Deposit Terms & Conditions found at oakland.edu/directdeposit will apply to this Authorization Agreement.
- Buttons**: 'CANCEL' and 'SAVE NEW DEPOSIT'.

- o Click on “*Add New*” in the *Accounts Payable Deposit* section to enroll in direct deposit for payments for refunds of excess financial aid, dropped classes that were made by cash AND/OR reimbursements for student organization-related expenses.

The screenshot shows the 'Add Accounts Payable Deposit' form overlaid on the 'Direct Deposit Allocation' page. The form includes the following fields and options:

- Bank Routing Number** and **Account Number**: Input fields with information icons.
- Bank Name**: Input field.
- Account Type**: Dropdown menu with 'Select a Type'.
- Authorization Agreement**: A checkbox and a text block containing the following text:

By checking this box and submitting this Authorization Agreement, I understand, acknowledge, agree and certify that: (1) All of the banks or credit unions listed above are United States financial institutions and none of the direct deposit(s) made to those banks or credit unions will be electronically transferred in their entirety to a foreign financial institution in "back-to-back," "automatic sweep" or similar transactions. If this statement is not true, then: I will not submit this Authorization Agreement; or if I am currently enrolled in the direct deposit program, I will cancel my direct deposit authorization; (2) The following actions are authorized pursuant to the applicable NACHA rules: Oakland University may initiate deposit (credit) entries and, if necessary, reversal/correction (debit) entries and adjustments for any deposit (credit) entries in error to my account(s) listed above; and the banks or credit unions listed above may credit and/or debit the same to such account(s); (3) The Oakland University Direct Deposit Terms & Conditions found at oakland.edu/directdeposit will apply to this Authorization Agreement.
- Buttons**: 'CANCEL' and 'SAVE NEW DEPOSIT'.