



Adding a Student Bank Account

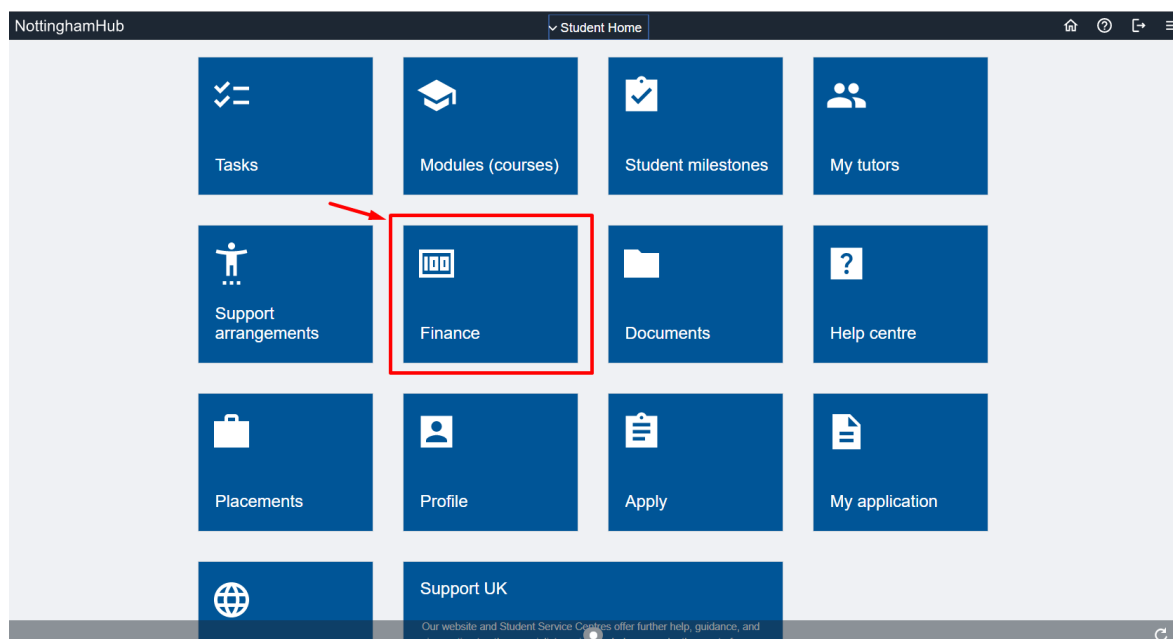
(and enrol in direct deposit) v0.4

How to Add a Bank Account and Set-Up the Direct Deposit Agreement

Information will be provided to students through communications sent before and upon registration and guidance is also available on the 'Before You Arrive' video.

Please note; once you have entered a valid UK bank account **AND** enrolled into direct deposit, you will automatically receive payments from the University including scholarships, stipends and bursaries where eligible.

1. Click on the 'Finances' tile





2. Click on 'Manage Bank Details' on the left-hand menu

Term	Charges & Deposits	Pending Financial Aid	Total Due
2021 Academic Year	6,937.50	6,937.50	0.00
Total	6,937.50	6,937.50	0.00

Currency used is Pound Sterling

3. Click 'Add Account'

[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

[Direct Deposit](#) | [Enrol in Payment Plan](#) | [Student Permission](#) | [bank accounts](#)

My Bank Accounts

You have not created a bank account profile. Click the Add Account button to add new bank account details.

[Add Account](#)

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4. Payments will only be processed if you have a UK Bank Account. Click 'Next':

Self Service Bank Details

Account Inquiry | Electronic Payments/Purchases | Account Services

[Direct Deposit](#) | [Enrol in Payment Plan](#) | [Student Permission](#) | **bank accounts**

Manage My Bank Accounts

Bank Location and Currency

Bank Location

*Country

*Currency

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5. This opens the 'Add Bank Account Details' screen:

Self Service Bank Details

Account Inquiry | Electronic Payments/Purchases | Account Services

[Direct Deposit](#) | [Enrol in Payment Plan](#) | [Student Permission](#) | **bank accounts**

Manage My Bank Accounts

Add Bank Account Details

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Cashiers Office.

Please fully enter all six digits of your sort code manually and double check the number against your bank card.

The sort code is linked to your bank account and if it is incorrect, payments cannot be made.

Bank Details

Nickname

Account Type

Sort Code

Branch

Account Number

Confirm Account Number

Account Holder

Bank Location is United Kingdom.
Currency used is Pound Sterling.

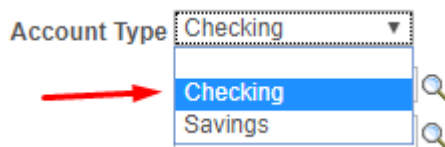
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6. You can enter a 'Nickname' for the account so that it is easier for you to identify from a list (eg. Santander Current Account)

Nickname

7. Click on the drop-down next to the 'Account Type' field and select "checking" account type:



N/B – a 'checking' account is a UK current account

8. The account Sort Code must be entered into the 'Sort Code' field and must be 6 digits. Please **ensure you manually type all six digits** as they appear on your bank card (this information can also be found on your bank statement/internet banking). If the sort code is not recognised by the system, then please contact the Cashiers team here at the University: cashiers@nottingham.ac.uk

Sort Code  Santander UK plc

9. The 'Branch' field will be removed once a sort code is entered.

The 'Building Society ID' field can be left blank.

10. Enter the Account Number of the account into the 'Account Number' field. It must then be confirmed in the 'Confirm Account Number' field. Note that all account numbers must be eight digits long:

Account Number
Confirm Account Number

11. The account holder's name must be entered into the 'Account Holder' field **exactly as it appears on the bank card associated with the account**. It must be the name of the account holder and input exactly as it is recorded by the account holder's bank:

Account Holder



12. Once all of the fields have been completed click 'next':

Self Service Bank Details

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[Direct Deposit](#) | [Enrol in Payment Plan](#) | [Student Permission](#) | **bank accounts**

Manage My Bank Accounts

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Bank Details

Nickname

Example1

Account Type

Checking

Sort Code

090126

Santander UK plc

Building Society ID

Account Number

12345678

Confirm Account Number

12345678

Account Holder

Ms K Mitchem

Bank Location is United Kingdom.
Currency used is Pound Sterling.

Cancel

Previous

Next

Go to top

Please see next step...



13. To complete the process of setting up a bank account in MyNottingham **you must also enrol a bank account into ‘Direct Deposit Agreement’** – this is the final step in setting up the account so that payments can be made from the University.

Click ‘Enrol in Direct Deposit’


Self Service Bank Details

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Manage My Bank Accounts


Result

 You have successfully added the bank account Example1.

Bank Details

Nickname	Example1
Account Type	Checking
Sort Code	090126
	Santander UK plc
Building Society ID	
Account Number	XXXX5678
Account Holder	Ms K Mitchem

[Enrol in Direct Deposit](#) | [Manage My Bank Accounts](#)

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14. Click ‘Enrol in Direct Deposit’ again:



Account Inquiry | Electronic Payments/Purchases | Account Services

Direct Deposit | Enrol in Payment Plan | Student Permission | bank accounts

My Direct Deposits

You are currently not enrolled in Direct Deposit.

[Enrol In Direct Deposit](#)

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15. If the bank account(s) displayed on the screen includes the bank account that you want payments to be made to then click 'Proceed to Enrol in Direct Deposit'

Account Inquiry | Electronic Payments/Purchases | Account Services

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My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank account not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Enrol in Direct Deposit.

Bank Account Summary as of 01/02/2022		
Bank Account Nickname	Bank Account Type	Bank Account Number
Example1-5678	Checking	XXXX5678

[Add Another Bank Account](#) [Proceed to Enrol in Direct Deposit](#)

Go to top

16. If not click 'Add Another Bank Account' and select your preferred UK bank account from the drop-down list



Account Inquiry

Electronic Payments/Purchases

Account Services

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Enrol in Direct Deposit

Add Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

Direct Deposit Distribution

Bank Account Nickname	Distribution Type	Amount / Percent	Priority
Select Bank Account	Balance		
Select Bank Account example1-5678			

Currency used is Pound Sterling

Cancel

Next

[Go to top](#)

17. Click 'Next'

18. Please read the terms of the agreement before ticking the box to state you agree.
Once you have ticked the box click 'Submit'



[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

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Enrol in Direct Deposit

Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrolment.

Bank Name	Distribution Type	Amount / Percent	Priority
example1-5678	Balance		

Currency used is Pound Sterling

You are about to enrol in Direct Deposit, signing up for Direct Deposit permits payments made to you by the University to be deposited directly into your nominated cheque or savings account. Please ensure this is your main bank account as Financial Aid scholarships and stipends will be paid into your nominated (active) account where eligible.
The University of Nottingham Refund Policy states that the refund of any payment to the University must be made using the same method, to the same card or bank account from which the payment originated –this may be different to the account nominated for Direct Deposit.
You may change your account information as necessary. Funds will be available depending on the timing of this submission.

The agreement is dated 01/02/2022

☐ Yes, I agree to the terms and conditions of this agreement.

[Cancel](#) [Back](#) [Submit](#)

[Go to top](#)

19. Once agreed and submitted, the bank account is now successfully entered in the system:

[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

[Direct Deposit](#) | [Enrol in Payment Plan](#) | [Student Permission](#) | [bank accounts](#)

Enrol in Direct Deposit

Result

Congratulations! You are now enrolled in direct deposit.
View the summary below.

Bank Name	Distribution Type	Amount / Percent	Priority
example1-5678	Balance		

Currency used is Pound Sterling

[Go To Direct Deposit Summary](#)

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20. Your account should now have an 'Active' status and be checked as 'in use'.



Country Code:	GBR	United Kingdom
Currency Code:	GBP	
Status:	Active	✓ This account is in use.
Sort Code:	090126	Santander UK plc
Building Society ID:		
Account Type:	<input checked="" type="radio"/> Checking <input type="radio"/> Savings	
Account Number:	XXXX5678	
Account Name:	Ms K S Mitchem	
Nickname:	Example	

- 21.** Students can only have one bank account enrolled with 'Direct Deposit' at any one time. If you want to change the bank account that receives payments, you need to add the new bank account and enrol that bank account into Direct Deposit.