

Student Payroll/Bursar Refund Direct Deposit Instructions

1. Log into CheckMarq click on the **Sign up for direct deposit refunds or student payroll link** on the Bursar Quick Links tab.

Quick Links

Academics Financial Aid Bursar Guest Access MCAN Before Leaving MU

- ▶ View bursar account summary
- ▶ View bursar account activity
- ▶ View e-bill statements
- ▶ Make a payment
- ▶ View 1098-T tax information form
- ▶ Learn about the Marquette Monthly Payment Plan
- ▶ **Sign up for direct-deposit refunds or student payroll**
- ▶ view the payment policy

2. Click on **Add Account**

Review, add or update your direct deposit information.

Direct Deposit Detail					
Account Type	Routing Number	Account Number	Deposit Type	Deposit Order	

[Add Account](#)

[Return to Student Center](#)

3. Enter your **Bank Routing Number, your Account Number, the Account Type** and click **Save**

Direct Deposit

Add Direct Deposit

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

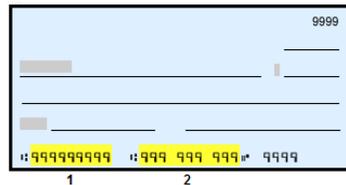
*Deposit Type:

[Save](#)

[Return to Direct Deposit](#)

* Required Field

Check Example



1 - Routing Number
2 - Account Number

4. You should receive the message below to indicate you have successfully entered your direct deposit information.

Direct Deposit

Save Confirmation



The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.

[OK](#)

5. Click **OK**. You will then be able to review or edit the information you entered

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Detail					
Account Type	Routing Number	Account Number	Deposit Type	Deposit Order	
Checking	075000019	321321321	Balance	999	Edit Delete

[Return to Student Center](#)