

## 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	

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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:

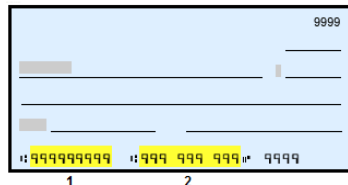
\*Account Type:

\*Deposit Type:

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\* 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.

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	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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