

# STUDENT REFUNDS - ACCOUNTS PAYABLE (AP) DIRECT DEPOSIT

## Get Your \$\$\$ Faster!

### Who Should Set Up Accounts Payable Direct Deposit?

- Students – for student account refunds, (FAFSA, etc.)
- Employees and others – for payments, expense and travel reimbursements

Those who have not set up direct deposit for Accounts Payable will receive a paper check mailed from the Richfield campus to their permanent home address.

### How to Set Up Your Accounts Payable Direct Deposit

1. Log in to your BadgerWeb account at snow.edu → Menu icon → badgerweb login or go directly to [badgerweb.snow.edu](http://badgerweb.snow.edu)
2. **Personal Information → Direct Deposit Allocations**
  - a. Enter your mobile number (10 digits only) and click **Submit**
  - b. Receive text with validation code
  - c. Enter validation code (6-characters) and click **Validate Code**
3. When validation is successful, click on **View Direct Deposit Information**
4. → **Add New Direct Deposit**
5. Complete fields in the **Add Allocation** section:
  - a. Bank Routing Number – 9 digits only. Name of bank will then appear in the gray box to the right.
  - b. Account Number – this is NOT your 16-digit debit card number.
  - c. Account Type – select **Checking** or **Saving**
  - d. Remaining Amount – not needed for Accounts Payable direct deposit
  - e. Amount or Percent – must be 100 Percent if only one bank account is receiving payroll funds.
  - f. Payroll Deposit – select if you are an employee of Snow College
  - g. Accounts Payable Deposit – students and employees must select for refunds and reimbursements
  - h. Click **Save**
6. You will receive an automated email indicating that a change has been made to your direct deposit.

### FAQ

#### **What if I am unable to log in to BadgerWeb?**

Try the password reset link or contact IT Office for assistance: [jennifer.bigelow@snow.edu](mailto:jennifer.bigelow@snow.edu) or 435.283.7099

#### **What if I am unable to receive a validation code by text?**

Contact the Registration Office to make sure that your mobile number is correct in the system.

Visit: Greenwood Student Center (GSC) Room #222

Call: 435.283.7230

### Contact Us

#### EPHRAIM CAMPUS

Visit: Greenwood Student Center (GSC) – Cashiers Office

Call: 435.283.7296 for questions

#### RICHFIELD CAMPUS

Visit: Administration Building – Cashiers Office

Call: 435.893.2249 for questions