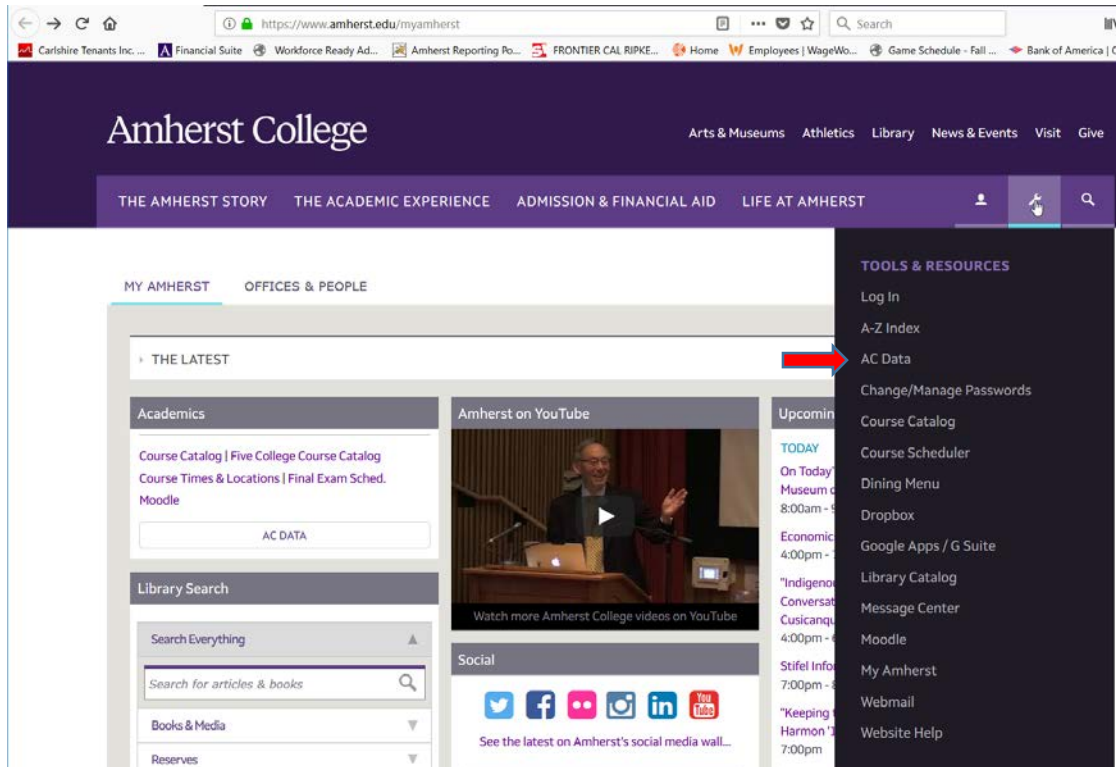


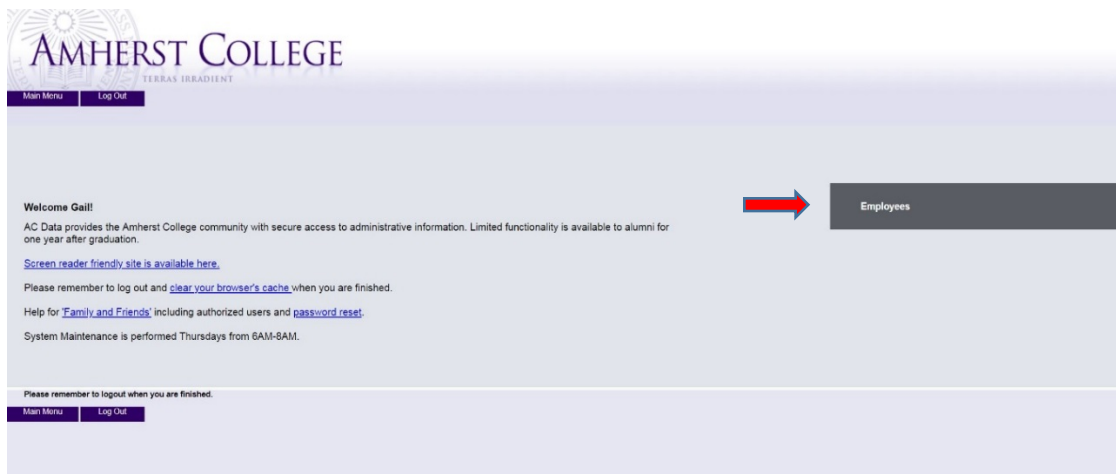
How to set up or change your bank account for electronic reimbursements: **(Not currently available for students)**

Note: If you already have direct deposit bank accounts set up for either payroll or reimbursements, self-service will prompt you to input an existing bank account number for security purposes. Please be sure you have this information available before proceeding.

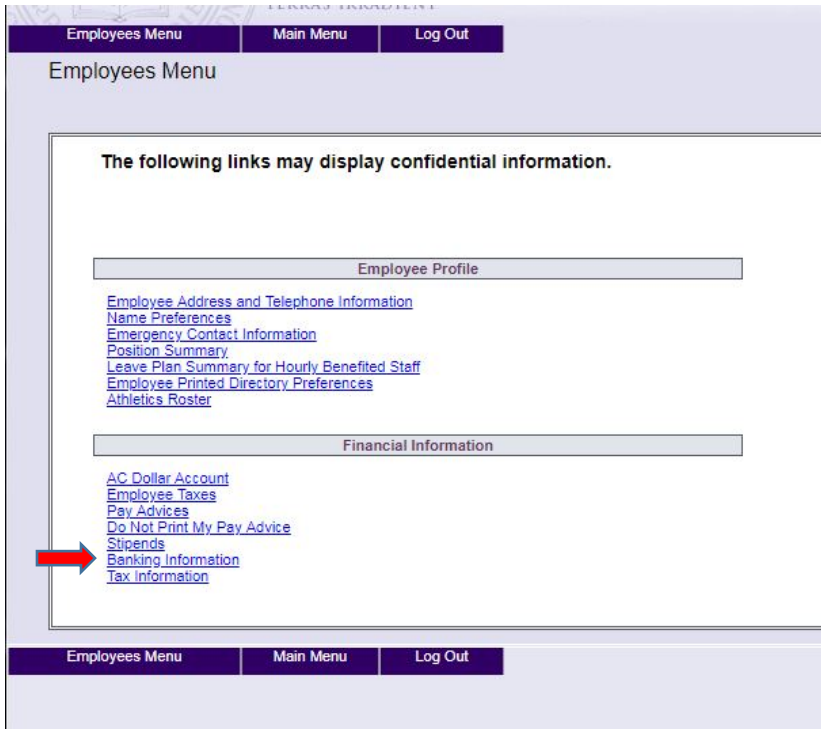
Log into [AC Data](https://acdata.amherst.edu) (<https://acdata.amherst.edu>) using your Amherst username and password.



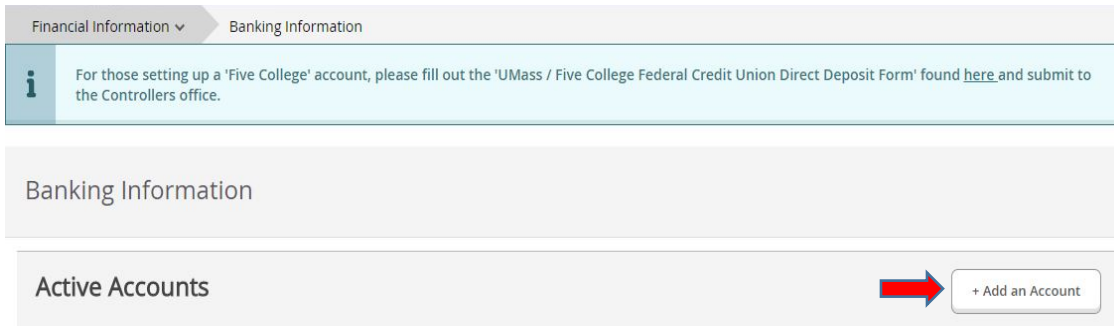
Select the **Employees** section on the right of your screen.



Under **Financial Information**, select **Banking Information**.



Click on **+Add an Account** on the right.



If prompted, enter the full account number that ends with the 4 digits indicated on your screen and click on **Confirm**. If successful, a message will display at the top right "Account number confirmed!" (If you are having issues with this security confirmation, please contact Joanne at X2803)

Click on the **Off** button to the right of **Refund, Reimbursement & Payment Deposit**. The button should toggle to **On** allowing you to change this account number. You can also opt to change the payroll account at the same time if you wish to use the same account for both. These two options work independently, so you can have your reimbursements credited to a different account than your payroll deposit if you desire. Also, you don't need to turn on the Payroll account in order to add the same account for your Reimbursement Deposit. Leaving the Payroll option **Off** will leave the existing payroll account unchanged.

Enter the **Effective Date** for the change – this will default to today but can be set for a future date.

The screenshot shows a 'Banking Information' screen with a 'New Deposit' section. Under 'Bank Account Usage', there are two options: 'Payroll Deposit' which is turned OFF, and 'Refund, Reimbursement & Payment Deposit' which is turned ON. A red arrow points to the 'ON' toggle. Below these options is an 'Effective Date' field containing '4/16/2018', with another red arrow pointing to it. At the bottom right, there are 'Cancel' and 'Next' buttons.

Click on **Next**

Fill out all fields with your bank account information, scroll down and check the box agreeing to the terms and conditions.

The screenshot shows the 'Edit Bank Account Details' screen. It includes fields for 'Bank Account Number *' and 'Re-enter Bank Account Number *', both with information icons. Below these is a dropdown for 'Account Type' set to 'Checking'. A 'Terms and Conditions' section is expanded, showing a paragraph of text. A red arrow points to the checkbox 'I agree to the terms and conditions' which is currently unchecked. At the bottom, there are 'Back' and 'Submit' buttons.

Click on **Submit**

You will receive an e-mail confirming that you have changed your banking information. The set-up process in the Controller’s Office may take up to 10 days to complete. You will continue to receive paper checks until this set-up has been finalized.

Note: Your account will show up on the Self-Service screen as “Not verified” until the prenote process is run in the Controller’s Office – this may take up to a week.