

Financial Aid Refunds – Direct Deposit Instructions

Want your financial aid refund faster?

NSU offers its students the option to have their financial aid refund electronically deposited to a bank account of their choice. Electronic refunds are available quicker to students than a paper check refund. You can avoid long lines to pick up your check and again to deposit your check at the bank by choosing to have your refund directly deposited to your checking or savings account at any bank or credit union in the United States.

So, how do I sign-up?

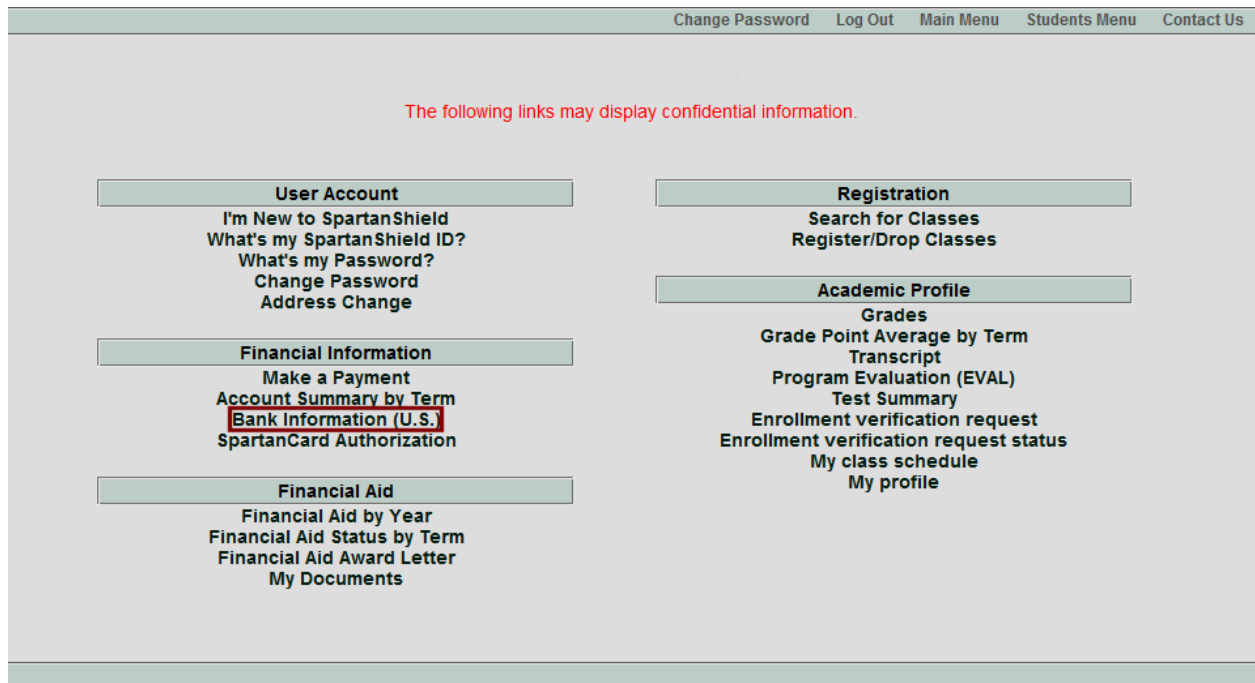
Just follow these simple instructions and you'll be setup to receive your refund electronically.

Step 1:

Log onto your SpartanShield account at <https://spartanshield.nsu.edu>

Step 2:

Click on **Bank Information (U.S.)** link on the main menu



Step 3:

Fill out the form in its entirety with all the information requested. **Please make sure that you double-check the routing number and account number information.** This will ensure that your refund is processed quickly and deposit is made accurately to your bank account. Incorrect information will delay the processing of your refund. You can click on **“How do I find the routing number and bank account number?”** link at the top of this page to help locate this information on your checks. If you are not sure about the routing number or account number, please consult your bank or credit union before completing this form. All payment advice will be sent via your NSU email account. Carefully read the terms and conditions section. Check the **“I Agree”** box and then click on **Submit** button. (see picture below):

Bank Information (U.S.)

[How do I find the routing number and bank account number?](#)

Below is your current bank account information. Change or add information here. Please fill in all fields.

Address	Routing Number	Bank Account Number	Delete
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Routing Number	231094567
Re-Enter Routing Number	231094567
Bank Account Number	0123456789
Re-Enter Bank Account Number	0123456789
Account Type	Checking
Receive payment advice via	E-Mail
Effective Date	11/24/08
Confirmation E-Mail Address	calwood@nsu.edu

Terms and Conditions I authorize Norfolk State University (NSU) and my financial institution to deposit my student refund(s) from the University directly to the account indicated above.

I Agree

SUBMIT

Step 4:

That's it. Please allow 24 hours for your information to be updated throughout our systems. Your next financial aid refund will be automatically deposited to your bank account!!