

## Direct Deposit Instructions

Direct deposit is a safe and convenient way to receive your student refund, payroll, and accounts payable checks. By implementing online direct deposit enrollment, faculty, staff, and students will have more control over their payments. Changes to banking information are immediate. The online direct deposit process is more efficient and secure and will increase the timeliness of receipt of payment.

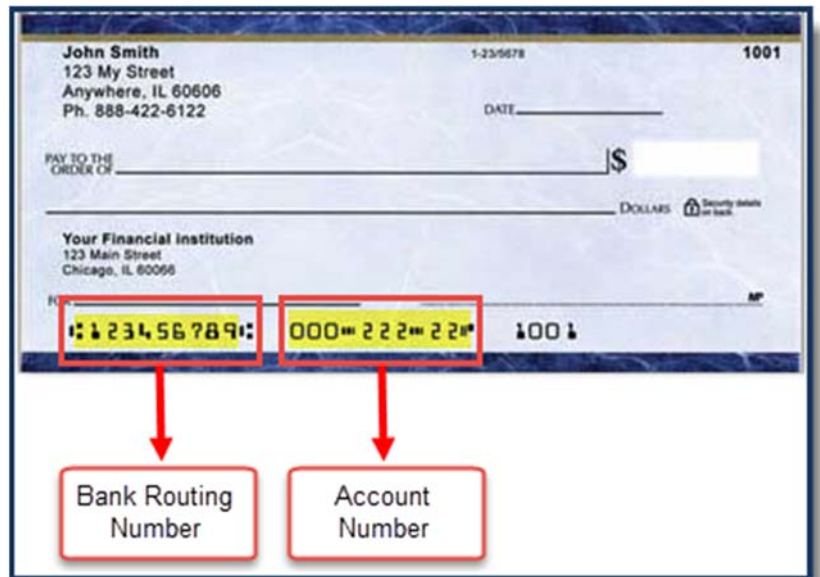
### Initial Online Direct Deposit Enrollment

You will need the following information available to complete the online direct deposit enrollment:

- Bank Routing Number
- Account Number

The Bank Routing Number and Account Number can both be located on your personal check. See diagram to the right.

Once you have the necessary information, complete the steps below.



### For Students

- Login to myGate.
  - Click on the Money tab.
  - Refer to the Student Refunds channel in the middle of the page and click Direct Deposit Signup.
  - Select Add New Direct Deposit.
1. Enter your Bank Routing Number. You should see your bank auto populate in the field. If the bank name is correct, go to Step 2. If the bank name is incorrect, please call 270-809-2191 for assistance.
  2. Enter your Account Number. Hit TAB.
  3. Select Account Type (Checking or Savings) in drop down menu.
  4. Select Save, review your bank name, routing number and account number one more time. Make sure you log out of the system.

This bank account will be used for all payroll, accounts payable, and student refund payments until you make changes. No checks will be issued.

### Banking Modifications

In order to make changes to the banking information you have entered you will need to first inactivate the bank that you have currently enrolled in.

Once you have the necessary information, complete the steps below.

- Login to myGate.
- Click on Employee tab.
- Refer to the Employment Details Channel in the upper left hand corner and choose the Direct Deposit link.
- Click on the Pencil Icon to edit the information already entered.
- Select Save.
- If you want to delete bank information you click the red delete icon.
- You can only have 1 bank listed for student refunds.

Below is a list of local banks in Murray, KY.

**BB & T**

602 South 12th Street  
270-767-2243

**Lake Chem Community Federal  
Credit Union**

112 North 12th Street  
270-761-5228

**Bank of Cadiz & Trust**

630 North 12th Street  
270-759-4852

**Murray State University Federal  
Credit Union**

202 General Services Building  
270-809-6666

**CFSB**

1721 North 12th Street  
270-753-9067

**Regions Bank**

515 North 12th Street  
1-800-734-4667

**FNB Bank**

1304 Chestnut Street  
270-767-1240

**The Murray Bank**

405 South 12th Street  
270-753-5626

**First National Bank**

210 North 12th Street  
270-753-7921

**US Bank**

1111 Main Street  
270-759-9443

**Independence Bank**

1304 Chestnut Street  
270-759-1776

**Woodforest National Bank**

809 North 12th Street  
270-753-4889

For questions concerning the direct deposit process, please call 270-809-2191.