

HOW TO SIGN UP FOR DIRECT DEPOSIT

HOW TO SIGN UP FOR PAYROLL DEDUCTION (if eligible)

We encourage you to sign up for **direct deposit** to eliminate lost checks and the inconvenience to you of standing in lines waiting to deposit your checks.

And, if you have a research assistantship, consider signing up for **payroll deduction** to automatically pay any outstanding charges on your quarterly bill that you are responsible for, if you meet the conditions. **Check the Student Financial Services Office Web site noted below for the deadline date to do this.**

DIRECT DEPOSIT: <http://axess.stanford.edu>. Go to the Student Mega Menu at top of the page, choose Direct Deposit. Click Add Account. More info and directions: <https://sfs.stanford.edu/student-accounts/refunds/direct-deposit>

PAYROLL DEDUCTION: For RAs/TAs only. Same navigational path as above, only select Payroll Deduction in the drop down menu. **BE SURE TO SIGN UP FOR “HOUSING AND FEES” ONLY. Otherwise, deductions will be made for the entire year against your autumn aid.** <https://sfs.stanford.edu/student-accounts/pay-your-bill/payroll-deduction/enrollment>

If you want payroll deduction each year you have a RA or TA, you need to sign up for it annually by set deadlines: <https://sfs.stanford.edu/student-accounts/pay-your-bill/payroll-deduction>

For more information:

<http://www.stanford.edu/group/fms/fingate/students/index.html>

Go to the specific section on UNIVERSITY BILL and do a search for Direct Deposit or Payroll Deduction.