What is eRefund in TouchNet?

Students may use eRefund as the way to set up direct deposit of any excess funds that are due back to the student.

How do I use eRefund in TouchNet?

- Using your Purdue career account user name and BoilerKey, login to *myPurdue* at https://mypurdue.purdue.edu.

- Click on the **Bills & Payments** tab and then click on the **Setup e-Refund Account** link.
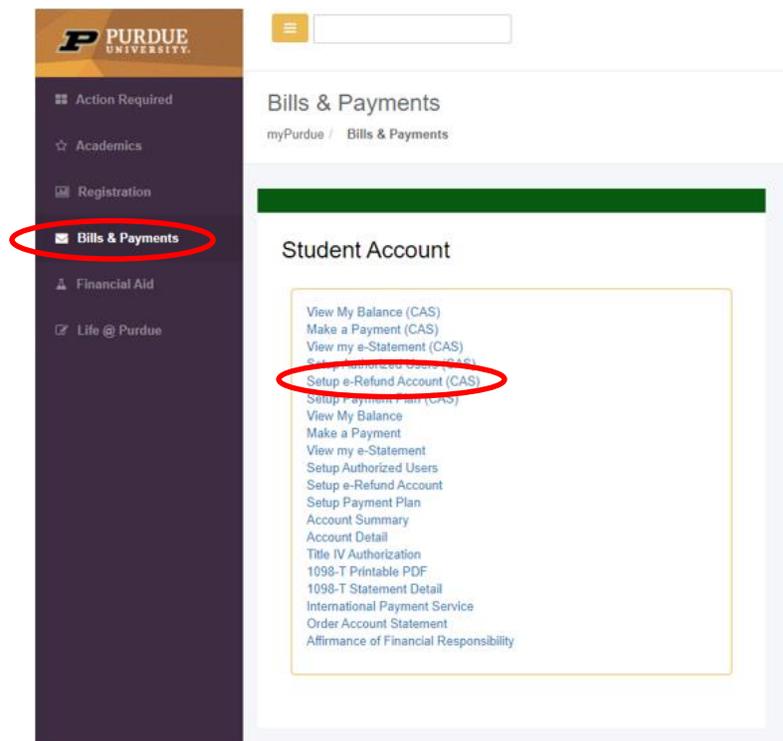
- The TouchNet payment portal will open. Click **Refunds** on the toolbar to set up or edit the account you want to use for direct deposit.

- Please note you must set up 2-step verification before you can set up your eRefund account.

> ℹ **Complete Two-Step Verification.** Two-Step Verification required before refund method updates   **Complete Two-Step Verification**

Click on the link here to set it up. Once completed, go to next steps:

eRefunds

eRefunds puts money in your account... FAST!
No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.

You must notify the Bursar if you have instructed your bank to transfer Purdue's electronic payments to an account outside the United States. Additional information is required so that our bank can satisfy its regulatory obligations. Purdue will not be responsible for any resulting delays.

Current Refund Method

A Direct Deposit account for refunds has not been set up.   **Set Up Account**

Click on the Set up Account,
You may use an existing account that you have saved, or set up a new account for refunds
- For a new account, fill in the information
- Click 'Continue.'

Set Up Refund Account

Account Information
* Indicates required fields

> You can use any personal checking or savings account.
>
> Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
>
> Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Name on account:

*Account type: Select account type ▾

*Routing number:
(Example)

*Bank account number:

*Confirm account number:

*Save payment method as:
(example My Checking)

☐ Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Cancel   **Continue**

This will then go through an ACH Validation:
- ACH validation occurs against the account number and routing number
- Make sure to verify with your bank the routing and bank account number before proceeding
- Accounts set up within the last 10 days will need to wait until after the 10 days to proceed
- When validation is successful:

You must agree to the terms of the Refund account:

Set Up Refund Account

I hereby authorize **Purdue University** to initiate recurring credit entries to my Depository according to the terms below,and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **$25.00** return fee will be added to my student account.

Name: **Purdue Pete**

Address:

Depository: PURDUE FEDERAL CREDIT UNION

P O BOX 1950

WEST LAFAYETTE,IN 479961950

Routing Number: 274976067

Account Number: xxxxx7890

This agreement is dated Tuesday, May 21, 2019.

For fraud detection purposes, your internet address has been logged: 128.210.106.177 at 5/21/19 8:54:36 AM CDT

Electronic Payments must comply with the provision of US law, as well as the requirements of the Office of Foreign Assets Control (OFAC). By submitting my bank information, I affirm that electronic payments made by Purdue to the financial institution I designate are not subject to immediate transfer to a foreign bank account.If any electronic Payments may be subject to immediate transfer to a foreign bank account, do not submit your banking informaiton. You must receive refunds by paper check.

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: **epayquestions@purdue.edu**

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

☐ **I Agree**

[Print Agreement] [Cancel] [Continue]

- You know Direct Deposit is set up successfully when you see the account name under 'Current Refund Method.'
- This is also the screen you would make any edits or remove the refund account.

eRefunds

Your new ACH refund account has been saved.

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Current Refund Method
College Account - xxxxxx7890   ⚙

Update
Remove

Log Out of TouchNet

- When you are finished conducting business in TouchNet, click on the **Log Out** link in the upper right hand corner of the screen.

PURDUE UNIVERSITY   Logged in as: Logout ➡