



What is eRefund in TouchNet?

This is direct deposit of excess financial aid. Electronic transfer of funds is Faster & Safer than paper checks.

How do I use eRefund in TouchNet?

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



- Click on the three dashes to get to **Bills & Payments** tab and then click on **View My Balance** link.

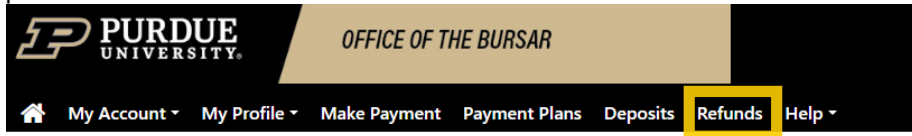


X

- Home
- Discover
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The image shows a 'Student Account' menu. The menu is titled 'Student Account' and has a bookmark icon. The first item, 'View my Tuition Balance / Payment Options', is highlighted with a yellow box. Other items in the menu include 'Set Up Payment Plan', 'Flywire International Wire', 'CIBC International Wire', 'Student Account Management Tips', and 'Estimate Tuition and Fees'.

- 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 Refund account.

Complete Two-Step Verification. Two-Step Verification required before refund method updates [Complete Two-Step Verification](#)

A passcode was sent to you for Two-Step Verification. Please enter the passcode to update refund method

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**, Or you may use an existing account that you have saved, or set up a new account for refunds

Direct Deposit
Typically received in 1-2 business days
Funds will be transferred to the personal checking or saving account of your choice.

A Direct Deposit account for refunds has not been set up.

- For a new account, fill in the information and select 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:

*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.

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: xxxxxx7890

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 information. 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.

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

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.