Student Payroll/Bursar Refund Direct Deposit Instructions

1. Log into CheckMarq click on the Sign up for direct deposit refunds or student payroll link on the Bursar Quick Links tab.

2. Click on Add Account

3. Enter your Bank Routing Number, your Account Number, the Account Type and click Save

4. You should receive the message below to indicate you have successfully entered your direct deposit information.

5. Click OK. You will then be able to review or edit the information you entered.
Direct Deposit setup not working?

Please note: If you have setup your information in CheckMarq and find that direct deposit is not working on your payroll check the following information:

- Has it been 24 hours since you entered your account information in CheckMarq?
  
  If the answer is no, please recheck the next business day.
  If the answer is yes proceed to the next question.

- Do you have a Social Security Number in MyJob and CheckMarq? Are they the same?

  The two systems share a data base on your Social Security Number. If your SSN is missing in your CheckMarq account, please go to MU Central with your Social Security Card to have the information with your Social Security Card for verification. If you do not have your Social Security Card, go to the Payroll Department in Straz Jr Tower with your MUID card to have the information updated the information. A Social Security Card is preferred, but an MUID in payroll can be used if you do not have your Social Security Card on campus.