

Direct Deposit Accounts in TSS

UC San Diego Students

Summary

This guide walks you through adding a direct deposit account in TSS, so eligible refunds go straight to your bank account instead of a paper check. The My Bank Accounts app in TSS allows students to add and manage the U.S. bank account used to receive direct deposit refunds from UC San Diego.

NOTE: You can maintain **one active direct deposit account at a time**. To change your banking information, view [Manage Banking Information](#) below for instructions to update or delete your existing direct deposit account.

Before You Begin

Before adding a direct deposit account in TSS, have your **U.S. personal checking or savings account number and routing number** available. Use your bank account and routing numbers, not the numbers printed on your debit card.

You can find your routing and account numbers through your bank's website or mobile app, or on a paper check. **Contact your bank if you are unsure which routing number to use for electronic deposits.**

SAMPLE CHECK

JANE A. STUDENT 1234 COLLEGE AVENUE SAN DIEGO, CA 92122		1025 90-123456789
DATE _____		
PAY TO THE ORDER OF _____ \$ _____		
YOUR BANK 9876 CAMPUS DRIVE LA JOLLA, CA 92093		DOLLARS
FOR _____		
⑆123456789⑆ 9876543210 1025		
Routing Number	Account Number	

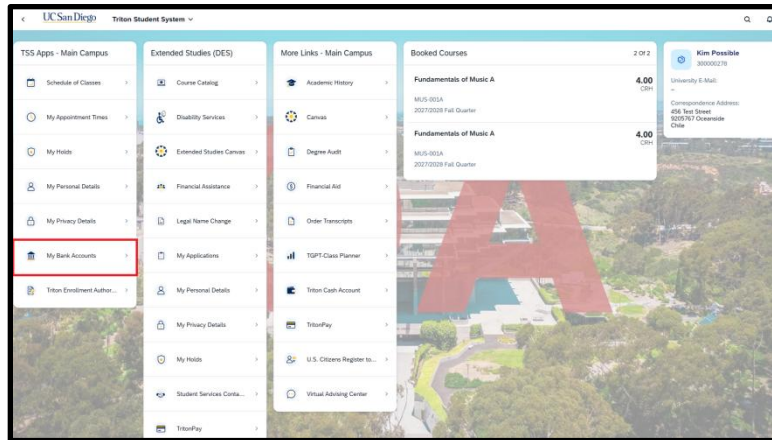
⚠ IMPORTANT: Direct deposit is for payments/refunds only. UC San Diego will not use your direct deposit information to withdraw funds from your bank account. Your direct deposit information is separate from any payment method used in TritonPay.

Access My Bank Accounts

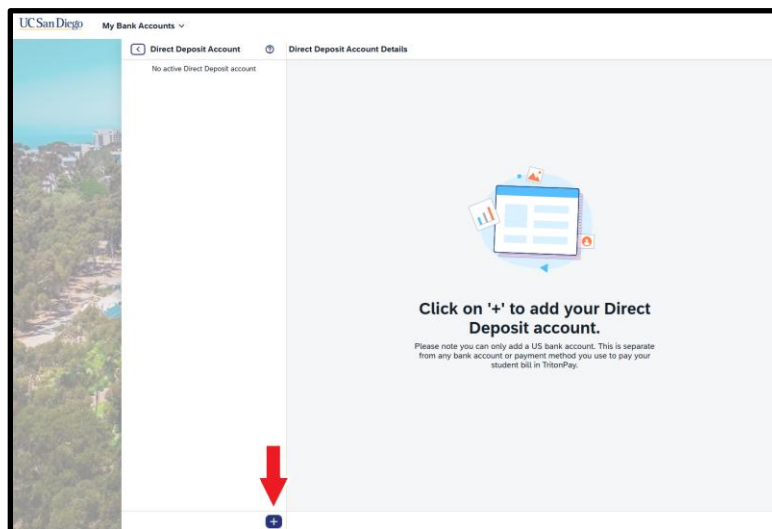
Use the **My Bank Accounts** app in the Triton Student System (TSS) to view and manage your direct deposit account information.

1. Log into TSS and navigate to your Student Overview Homepage.

- From the TSS Student Overview Homepage, locate the **TSS Apps – Main Campus** column and select **My Bank Accounts**.



- Once the **Direct Deposit Account** screen displays, select the **plus sign/Add (+)** button to add a direct deposit account.



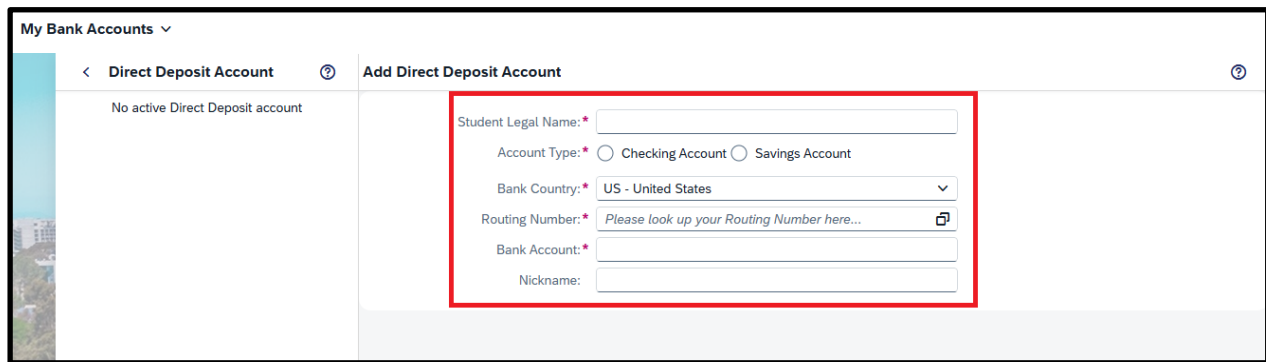
NOTE: Only U.S. bank accounts can be added for direct deposit.

Add New Direct Deposit Information

This section outlines how to enter your personal banking information and enroll your account in direct deposit.

- On the **Add Direct Deposit Account** page, enter the required banking information in the following fields:
 - **Student Legal Name:** Enter your legal name.
 - **Account Type:** Select **Checking Account** or **Savings Account**.
 - **Bank Country:** Confirm **US - United States** is selected.
 - **Routing Number:** Select from the dropdown options (must be 9 digits, [see paper check example above](#)).
 - **Bank Account:** Enter your bank account number (cannot be longer than 15 digits, [see paper check example above](#)).

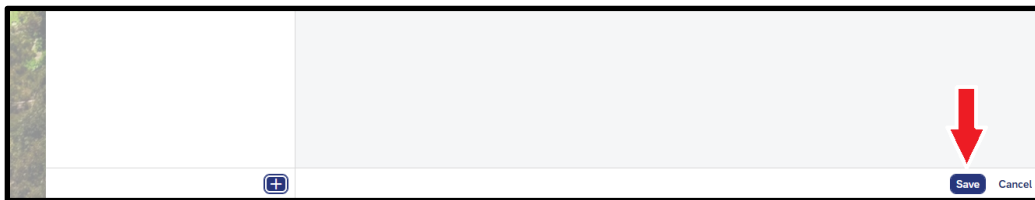
- **Nickname:** Enter an optional nickname to help identify your bank account. **DO NOT enter your bank account number or any other sensitive personal information in this field.** Your nickname will be fully displayed.



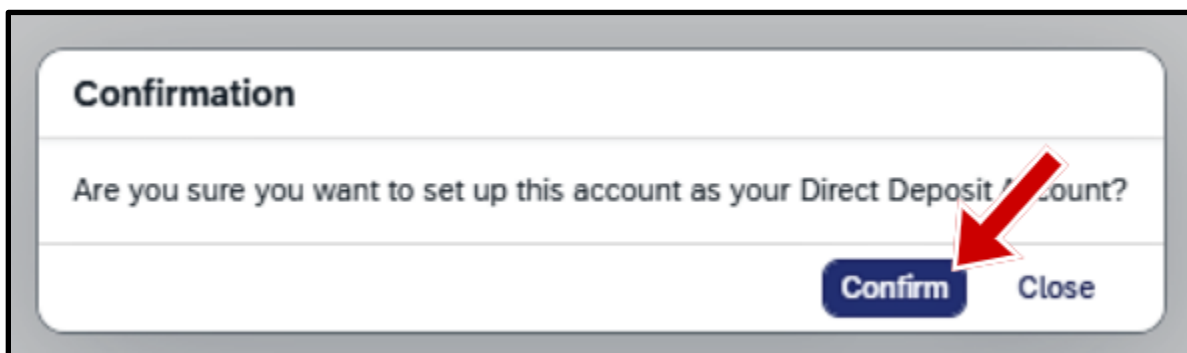
NOTE: Fields marked with a red asterisk (*) are required.

⚠ IMPORTANT: You must use your own individual U.S. checking or savings account. Joint accounts, a parent's account, money market accounts, and debit card numbers cannot be used for direct deposit.

2. Review the account type, bank, routing number, and account number you entered. Click **Save** in the bottom right corner.

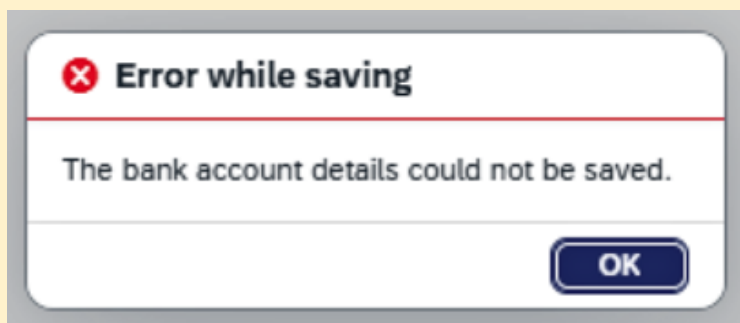


3. When prompted "Are you sure you want to set up this account as your direct deposit account?", select **Confirm**.



⚠ IMPORTANT: If you receive an error after selecting **Save**, review the banking information you entered. Direct deposit enrollment may be unsuccessful if you entered a debit card number instead of an account number, used an electronic or wire routing number, selected a joint or money market account, or entered

information for a closed account. If you are unsure which routing or account number to use, contact your financial institution before trying again.



You can confirm that your direct deposit account was saved by refreshing your screen. The newly added account will appear, noted by **XXXXXX** and the **last four digits** of your account number (e.g., XXXXX9597).

A screenshot of the UC San Diego "My Bank Accounts" page. The top navigation bar includes the UC San Diego logo, "My Bank Accounts" with a dropdown arrow, and a red badge for "QUALITY ASSURANCE (S4Q) - 500". There are search, notification, and accessibility icons on the right. The main heading is "Direct Deposit Account Details". On the left, a sidebar shows "XXXXXX9597" and "Test - Kim Possible". The main content area shows the same account details. Below the account name, there is an information icon. The account details form includes: Student Legal Name: Kim Possible; Bank Country: US; Routing Number: 02201117; Account Name: Branch 02201117; Bank Account: XXXXX9597; Account Type: Radio buttons for "Checking Account" (selected) and "Savings Account"; Valid From: 08/14/2026; Valid To: 12/31/9999; Nickname: Test.

NOTE: You may see the routing number listed under both the Routing Number and Account Name. This is normal, expected behavior.

Once your direct deposit information is submitted, your direct deposit is **active immediately** and able to receive eligible refunds. Eligible refunds from UC San Diego, such as financial aid and housing refunds, can be deposited directly into your designated bank account.

For direct deposit eligibility requirements, refund timing, and troubleshooting, see [Enroll in Direct Deposit](#).

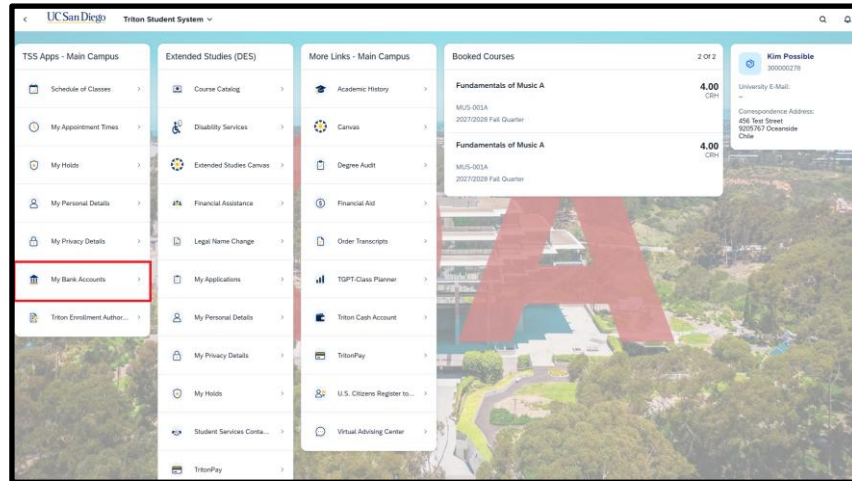
Manage Banking Information

Already have a direct deposit account on file? Use My Bank Accounts to edit or deactivate it — you don't need to contact anyone to make a change.

Edit Account Information

You can use **My Bank Accounts** to update your account type or account nickname.

1. Log into TSS and navigate to your Student Overview Homepage.
2. From the TSS Student Overview Homepage, locate the **TSS Apps – Main Campus** column and select **My Bank Accounts**.



3. Click **Edit** on the bottom right of the screen.

< Direct Deposit Account ? Direct Deposit Account Details ?

XXXXX9597
Test - Kim Possible

XXXXX9597
Test - Kim Possible

i

Student Legal Name: Kim Possible

Bank Country: US

Routing Number: 123456789

Account Name: Branch XXXX9597

Bank Account: XXXXX9597

Account Type: ☒ Checking Account ☐ Savings Account

Valid From: 08/14/2026

Valid To: 12/31/9999

Nickname: Test

Edit Deactivate

4. Enter your **full bank account number** (not the routing number) in the **Account Number field**. Click **Verify**.

Verify Bank Account

To view or update your bank account information, enter your full active account number XXXXX9597.

i You have 3 attempt(s) to verify your bank account. After 3 failed attempts, you will be locked for 24 hours.

Account Number:

Verify Cancel

NOTE: You have 3 attempts to verify your bank account. After 3 failed attempts, you'll be locked out for 24 hours.

- Fields available for editing change from **grey** to **white**. The editable fields are: Student Legal Name, Account Type, and Nickname. Make any necessary changes and click **Save** at the bottom right.

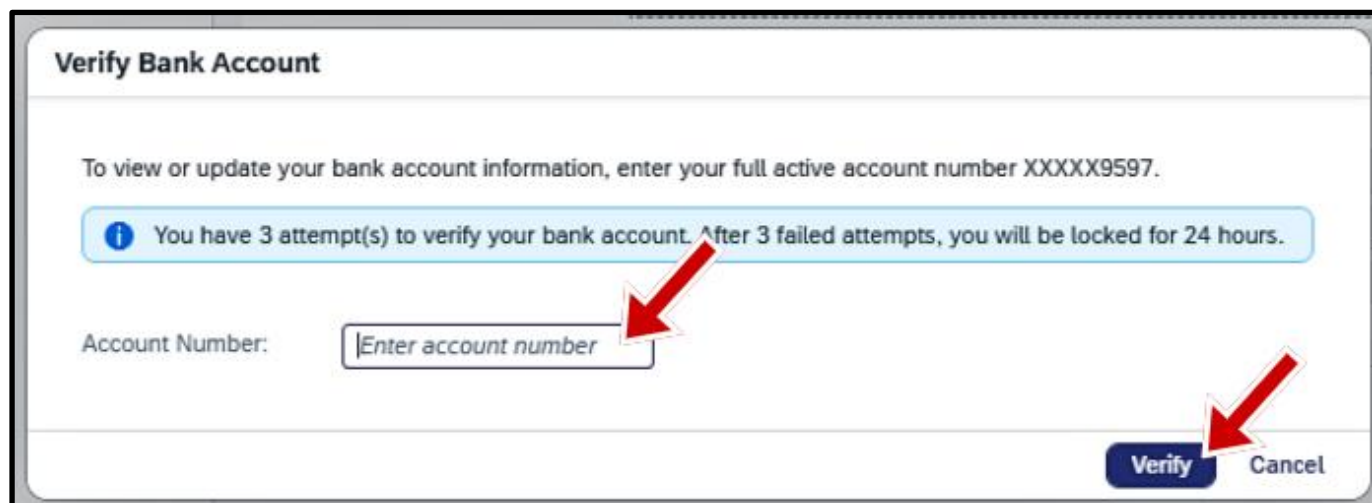


The screenshot shows a form for editing bank account information. The fields are as follows:

Student Legal Name:	Kim Possible
Bank Country:	US
Routing Number:	002291610
Account Name:	Branch000000000
Bank Account:	XXXXX9597
Account Type:	☒ Checking Account ☐ Savings Account
Valid From:	08/14/2026
Valid To:	12/31/9999
Nickname:	Test

At the bottom right, there are "Save" and "Cancel" buttons. A red arrow points to the "Save" button.

- Editing requires dual authentication prior to saving any changes. Enter your **full bank account number** (not the routing number) in the **Account Number field**. Click **Verify**.

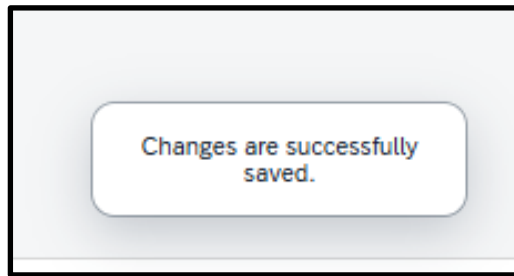


The screenshot shows the "Verify Bank Account" screen. It includes the following elements:

- Verify Bank Account** (Section Header)
- To view or update your bank account information, enter your full active account number XXXXX9597.**
- Information Box:** You have 3 attempt(s) to verify your bank account. After 3 failed attempts, you will be locked for 24 hours.
- Account Number:** [Enter account number] (Text input field)
- Buttons:** "Verify" and "Cancel" at the bottom right.

Two red arrows are present: one pointing to the "Account Number" input field and another pointing to the "Verify" button.

7. A success message will appear on the screen.



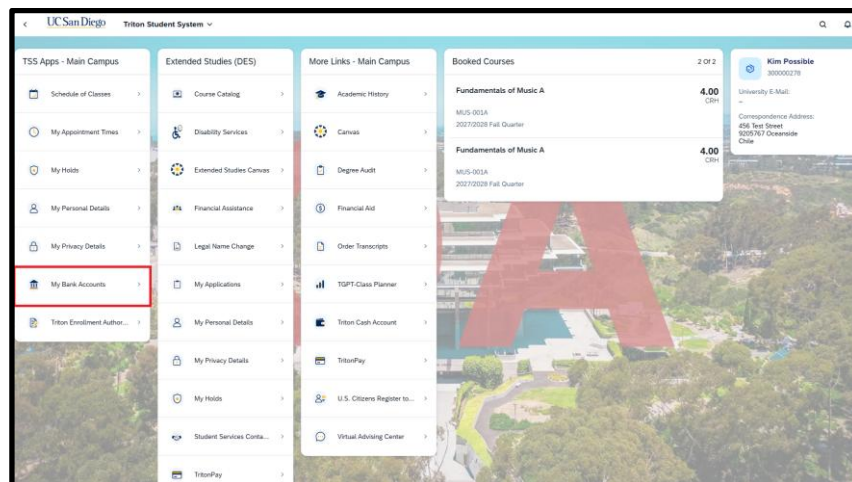
⚠ Once your account is approved, you can't change the Bank Country, Routing Number, Account Name, Bank Account number, or Valid From/To dates. To change any of these, deactivate your account and add a new one instead.

You have completed the steps to edit your direct deposit account information in **My Bank Accounts**. You can confirm that your direct deposit account was updated by refreshing your screen.

Delete/Deactivate Account Information

You can use **My Bank Accounts** to delete an account.

1. Log into TSS and navigate to your Student Overview Homepage.
2. From the TSS Student Overview Homepage, locate the **TSS Apps – Main Campus** column and select **My Bank Accounts**.



3. Click **Deactivate** on the bottom right of the screen.

Direct Deposit Account Details

XXXXX9597
Test - Kim Possible

XXXXX9597
Test - Kim Possible

Student Legal Name: Kim Possible

Bank Country: US

Routing Number: 322281617

Account Name: Branch322281617

Bank Account: XXXXX9597

Account Type: ☒ Checking Account ☐ Savings Account

Valid From: 08/14/2026

Valid To: 12/31/9999

Nickname: Test

Edit Deactivate

4. Enter your **full bank account number** (not the routing number) in the **Account Number field**. Click **Verify**.

Verify Bank Account

To view or update your bank account information, enter your full active account number XXXXX9597.

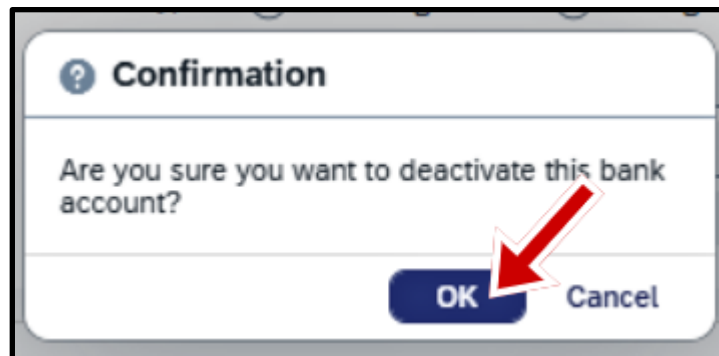
You have 3 attempt(s) to verify your bank account. After 3 failed attempts, you will be locked for 24 hours.

Account Number:

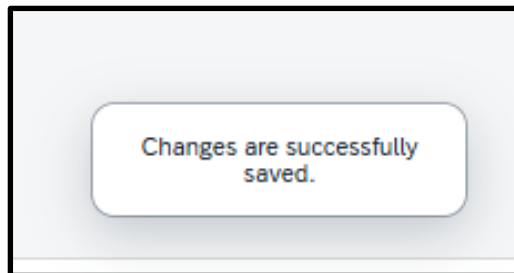
Verify Cancel

NOTE: Your account will lock after 3 successful attempts. You may access it again after a 24-hour waiting period. If you need to unlock your account sooner, please contact Student Financial Solutions by submitting a Service Now ticket via [Student Services and Support](#).

5. Click **OK** to confirm you wish to deactivate the account. If you reach this confirmation screen in error, click **Cancel**.



6. A success message will appear on the screen.



7. Refresh your browser to confirm the account has been successfully deactivated/deleted. You will know the deactivation/deletion was successful if the account is **no longer visible** on the My Bank Accounts screen. The screen also displays "**No Active Direct Deposit Account**" in the upper left corner.

<

UC San Diego

My Bank Accounts

QUALITY ASSURANCE (S4Q) - 500

Q

B

AA

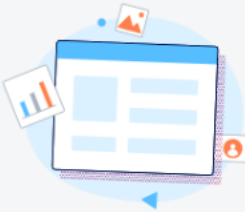
<

Direct Deposit Account

+

Direct Deposit Account Details

No active Direct Deposit account



Click on '+' to add your Direct Deposit account.

Please note you can only add a US bank account. This is separate from any bank account or payment method you use to pay your student bill in TritonPay.