

SPORT CLUB DIRECT DEPOSIT GUIDE

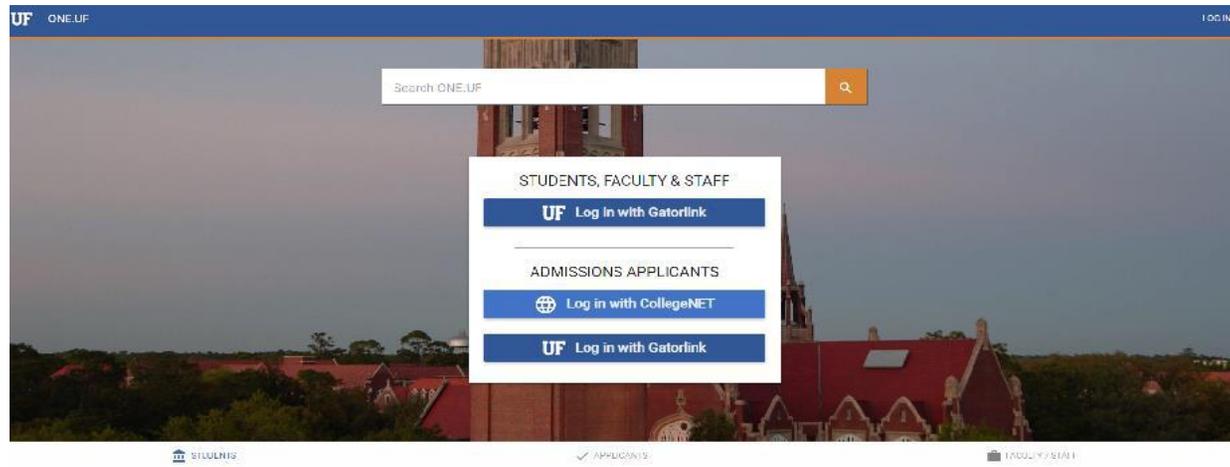




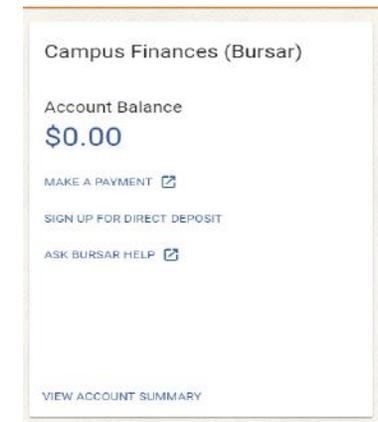
***If you already have completed your direct deposit, please scroll down to the bottom page of this document and complete the quick survey in order for RecSports to link your pre-existing direct deposit account.**

Please follow the steps below to add Direct Deposit to your [ONE.UF](https://one.ufl.edu) account for Sport Club Reimbursements. Sport Club athletes will not be reimbursed until the steps below are completed.

1. Please navigate to one.ufl.edu



2. Log in with your Gatorlink username and password. Locate the “Campus Finances (Bursar)” box.



Once located, select “Sign up for Direct Deposit.” Follow the steps to..

- a) Set up your checking account information for the first time
- b) Edit your existing account

Direct Deposit Enrollment

1 Terms of Agreement 2 Checking Account Information 3 Complete

There are no service charges for Direct Deposit, Electronic Fund Transfer (EFT) transactions.
I authorize the University of Florida (UF) to direct deposit my financial aid proceeds and any other student account refunds to my checking account at the financial institution specified.
As a Parent PLUS Loan borrower, I authorize the University of Florida to direct deposit my loan proceeds to my checking account at the financial institution specified.
I understand this excludes state payroll, federal college work study earnings and fellowships.
I understand corrective entries to facilitate the transaction may occur.
If I change my bank or checking account number, I must complete a new authorization online.
Changes to my account authorization will be effective immediately.
When I close my checking account, I need to inactivate my EFT authorization online.
This authorization will remain in effect until I cancel it online.
I understand if my EFT authorization is inactivated or cancelled, UF will mail my financial aid proceeds and any other student account refunds via check to my local address on file with UF.

[I AGREE TO THE TERMS](#) [BACK](#)

- 3. After agreeing to the terms on step 1 you will need to enter your Routing Number, Account Number, and Confirm your Account Number. (Remember, this must be your personal checking account)

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1 Terms of Agreement 2 Checking Account Information 3 Complete

* Indicates required field

Routing Number * 0 / 9

Account Number *

Confirm Account Number *

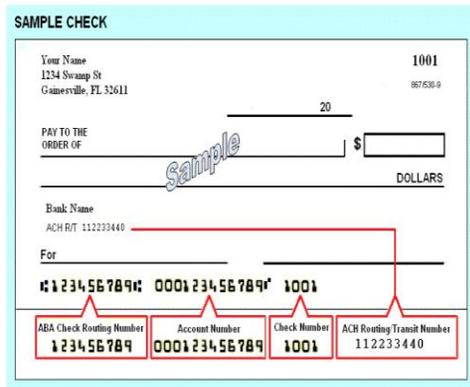
[CONTINUE](#) [CANCEL](#)

Click the information button to locate the Routing and Account numbers for your bank. This information can also be found at your online banking source.

If you need help determining your Routing Number and Account number,

click the information button, the following will appear:

Checking Account Information

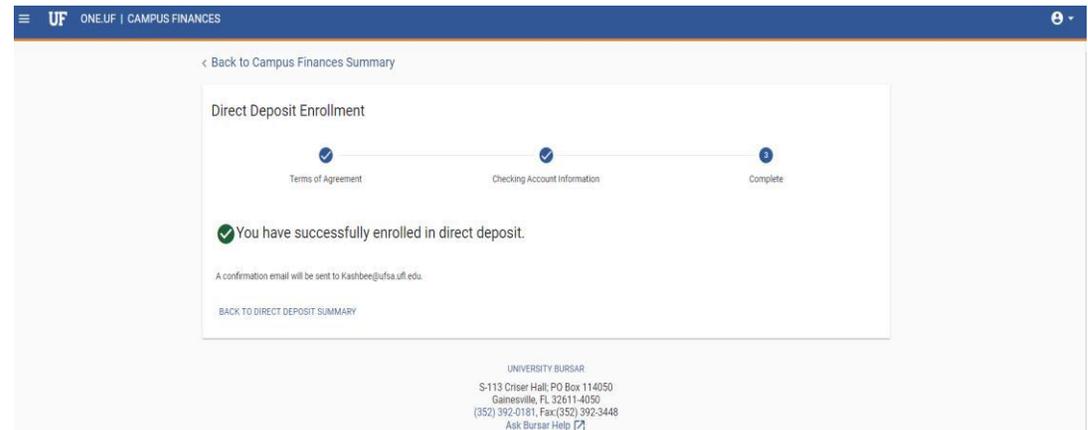


Your nine-digit ABA Check Routing Number is generally located on the bottom left corner of your checks between the symbols shown above. Some banks however display their own number that may make the number invalid, in which case you should notice one of the following:

- 1) There are not nine digits in the routing number.
- 2) There is another symbol mixed with the digits of the routing number.
- 3) Do not use a routing number from a deposit slip.
- 4) If your check contains an ACH routing number under the financial institution name, please use that routing number.

If you are unsure of your bank account and/or routing number, please contact your bank for this information. You may also be able to get your checking account information by logging into your account on your bank's website.

4. Once you enter your information you will see a confirmation screen like the one listed below:





**Before submitting each reimbursement verify your bank information is correct at
One.UF.edu**

**After verifying your bank information on One.UF.edu please [complete this quick survey](#) to
notify us of your direct deposit.**

If you have any questions please contact your Sport Club liaison.