



Set Up Direct Deposit



University of
New Hampshire

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1. Log into Webcat
 2. Under the Billing tab, select Request refund
- *Contact the IT Helpdesk for assistance with your log in, or if you have forgotten your password (603-862-2525)



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3. Select “Request Direct Deposit Refund to Student” in the center of the screen

- Detailed listing of services included in [Mandatory Fees](#)
- **New to UNH?** Check out the [Financial Checklist for New Students](#).
- **Tuition Protection Plan:** Optional tuition insurance in the event of medical withdrawal
- To request a waiver of an applied late fee - [Late Fee Petition Form](#)
 - **Mailing your payment?** Select **Bill Statement** above, then **Print this bill (PDF)**.
 - **Searching for your 9-digit student ID number?** Select **Bill Statement** above. The ID is displayed near the top of the bill.

[Make Payment to UNH](#)

[Request Direct Deposit Refund to Student](#)



Summary:

Account Balance

[Pending Items](#)

Net Balance Due

0.00

+

0.00

=

0.00

[Deposits](#)

Total Deposits received (not yet on your account):

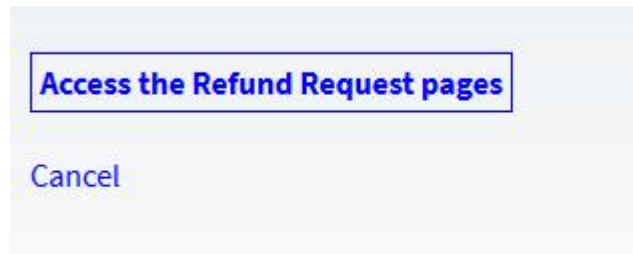
0.00



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4. Select “Access the Refund Request pages”



A screenshot of a web interface showing a button labeled "Access the Refund Request pages" in blue text with a blue border. Below the button is a blue link labeled "Cancel".

5. Set up/answer your security question



A screenshot of a security question form. It displays the question "Question: What is your maiden name?". Below the question is a text input field labeled "Answer:". At the bottom of the form are two buttons: "Submit Answer" and "Reset".



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6. If it says “No refund is available at this time.” Choose Continue.

No refund is available at this time. Conditions on your account may be preventing the refund. Please refer to the conditions listed below.

No refund is available at this time. Your account is not showing a credit balance.

- Your account is not financially cleared for the semester. Please contact Business Services at business.services@unh.edu
- Student status must be active for online refund requests. Please contact Business Services. business.services@unh.edu

If you would like to enter or update your banking information in preparation for a future refund, click on the continue button below.

Continue

[Cancel](#)



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7. Enter/update your banking information.

YOUR NAME
678 Main Street
Anywhere, MI 12345

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

⑆999888777 ⑆00123456789 ⑆123

Routing Number Account Number Check Number

The diagram shows a check form with three numbers highlighted at the bottom: a red bracket under '⑆999888777' labeled 'Routing Number', a green bracket under '⑆00123456789' labeled 'Account Number', and a blue bracket under '⑆123' labeled 'Check Number'.

Be sure to double check the routing and account numbers. **Incorrect account numbers can delay your refund.** Note: Bank account numbers are NOT the number on your credit/debit card.



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8. Click Continue
9. Verify the information you typed in
10. You may close the window when finished

