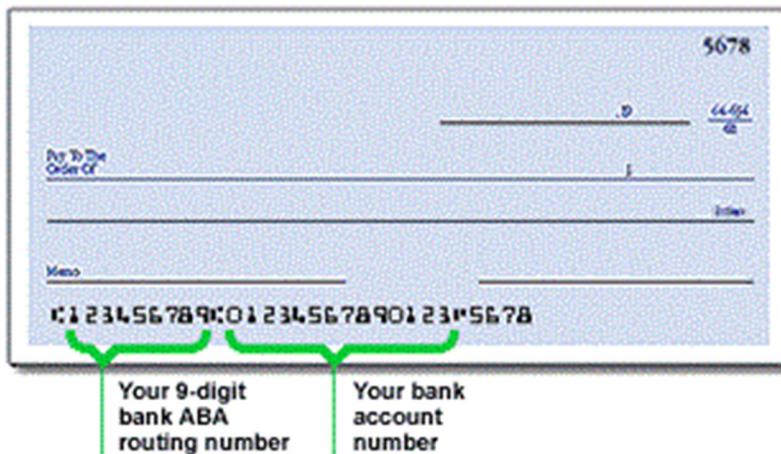# MISSISSIPPI STATE UNIVERSITY™

Direct Deposit

Sign Up for MSU Direct Deposit Online!

1. Log on to your Banner account through the myState portal.
2. Under Apps & Services, choose Banner.
3. Under Personal Information, select MSU Direct Deposit Bank Information.
4. Under Payroll Account, click "Add" on the right side of the screen.
5. A screen will pop up to Validate Information. Enter your date of birth and SSN (without dashes), then click "Validate".
6. Upon validation, you will enter your routing number, account number and account type (checking or savings).
7. Click "Save Changes".
8. Repeat the above steps in the Student Account/Travel Account section to sign up for direct deposit of student account refunds and travel advance/reimbursement payments.

Your 9-digit bank ABA routing number

Your bank account number

Direct Deposit

Update Existing MSU Direct Deposit Information Online!

MISSISSIPPI STATE UNIVERSITY™

1. Log on to your Banner account through the myState portal.
2. Under Apps & Services, choose Banner.
3. Under Personal Information, select MSU Direct Deposit Bank Information.
4. Under Payroll Account, click "Update" at the right side of the screen.
5. A screen will pop up to Validate Information. Enter your date of birth, SSN (without dashes), and the account number that currently exists in Banner.
6. Click "Validate".
7. Upon successful validation, you will be able to enter your routing number, account number and account type (checking or savings).
8. Click "Save Changes."
9. Repeat the above steps in the Student Account/Travel Account section to update your banking information for direct deposit of student account refunds and travel advance/reimbursement payments.

Your 9-digit bank ABA routing number

Your bank account number