

Direct Deposit

How to Setup a Refund Method in TouchNet

1: Log into **rmu.edu/touchnet**

2: Select the **Refunds** link or the **Refund Account Setup**

The screenshot displays the TouchNet University Student Account Center interface. The top navigation bar includes links for My Account, My Profile, Make Payment, Payment Plans, Deposits, Refunds (highlighted with a red box), and Help. The main content area is divided into several sections:

- Announcement:** A welcome message and instructions on how to view account activity and make payments. A yellow box highlights the instruction: "To enroll in TEXT NOTIFICATIONS, select 'Personal Profile' (navigation pane on the right). Add your cell number and/or additional personal email to receive notifications regarding your account."
- Refunds:** A section with a "Pay Now" button, a "Select Option" dropdown, and a "Go!" button. Below this is a "View Account: Steven L. Student" section showing a balance of \$3,339.31 and buttons for "View Activity" and "Enroll in Payment Plan".
- Statements:** A section with an information icon and a button labeled "Current Statement".
- Tuition Protection Purchase:** A section with a heading "You still have time to add tuition protection!" and a description of the protection. A purple button labeled "Add Tuition Protection Now" is visible.
- My Profile Setup:** A section with a heading and a list of links: "Authorized Users", "Personal Profile", "Payment Profile", and "Security Settings".

3: A pop-up window will open where you can enter the account details for where you want your refund to go – Enter your information.

Required fields include:

- Account type
- Routing number
- Bank account number
- Confirm account number
- Name on account
- Billing address
- City
- State
- Postal Code
- Name of the payment method, e.g. "Checking"

Set Up Refund Account

Account Information

** Indicates required fields*

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.

Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type:

*Routing number:
(Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

*Save payment method as:
(example My Checking)

☐ Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

The diagram shows a check with the following fields: YOUR NAME (1234 Main Street, Anywhere, OH 00000), DATE (123), PAY TO THE ORDER OF, \$ (), and DOLLARS. The routing number 0044072324 is highlighted in orange and labeled 'ROUTING NUMBER'. The account number 000123456789 is highlighted in green and labeled 'ACCOUNT NUMBER'. The check number 123 is also shown.

- ☐ Examples of where to find Routing and Account numbers on a physical check

4: Select **Continue**

5: Review the bank account details on the next screen and select the **I Agree** checkbox

Set Up Refund Account

I hereby authorize **TouchNet University - Banner** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$0.00** return fee will be added to my student account.

Name:	Steven L Student
Address:	9801 Renner Blvd Lenexa KS 66219
Depository:	CAPITOL FEDERAL SAVINGS P.O. BOX 3505 TOPEKA, KS 666053505
Routing Number:	301171285
Account Number:	xxx456
Account Type:	Checking

This agreement is dated 2026-04-21 16:43:16 CDT.

For fraud detection purposes, your internet address has been logged: 198.187.195.114 at 2026-04-21 16:43:16 CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: test@school.edu 15 days prior to your scheduled payment date

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

☐ **I Agree**

[Print Agreement](#)

[Cancel](#)

[Continue](#)

6: Select Continue

7: A confirmation page will be displayed upon completion

eRefunds

Your new ACH refund account has been saved.

eRefunds puts money in your account... FAST!

No more trips to your financial institution or waiting for a paper check to come in the mail. Direct Deposit is the secure and convenient way to get your refund.

**payments made by credit card will be refunded to credit cards used for payment

Current Refund Method

 **Direct Deposit**
Checking - xxxxx6789

Remove

Other Refund Methods

Select an option below to save as the current refund method.

Direct Deposit (Replace current account)
Typically received in 1-2 business days
Funds will be transferred to the personal checking or saving account of your choice.

Checking - xxxxx6789

Set up a new account

Update