The Direct Deposit Advice is created when a refund of overpayment is transacted on the Customer Account. To view the advice, navigate: Enroll & Pay > Student Services Center > “View Direct Deposit Advice”.

Click on the link for View Direct Deposit Advice.
Click on the Print message to the right of the Advice Date.

Direct Deposit Advice

Notice that the date of the transaction is shown in the center and the Advice number is shown to the right. The student ID and amount of the refund are shown to the left. The Distribution box shows the Bank information; type of account, partial number, and amount.
Printed Check Advice

Notice that the date of the transaction is shown in the center and the Check number is shown to the right. The student ID and amount of the refund are shown to the left.