UNIVERSITY OF
Massachusetts
Lowell
UMASS

Un-enrolling Direct Deposit

Step	Action
1.	Begin by navigating to the **Bank Accounts Summary** page. Click the **Self Service** link. ▷ Self Service
2.	Click the **Campus Finances** link.
3.	Click the **Manage My Bank Accounts** link.
4.	The **Manage My Bank Accounts** page is used to review, modify and update your direct deposit bank account information.
5.	You want to un-enroll from direct deposit and receive a paper check. Click the **direct deposit** link. direct deposit
6.	The **Direct Deposit Summary** page lists the details of your direct deposit distribution.
7.	Click the **Modify Direct Deposit** button. MODIFY DIRECT DEPOSIT
8.	Click the **Un-Enroll in Direct Deposit** button. UN-ENROLL IN DIRECT DEPOSIT
9.	This is the **Direct Deposit Revocation** page. Please read the message box for the impact to your account.
10.	If you wish to inactivate your direct deposit agreement, click the **Revoke Consent** option. ☐ Revoke Consent
11.	Click the **Save** button. *Note:* You must click the **Save** button or you will not be un-enrolled from direct deposit. 💾 Save
12.	When your **Direct Deposit Revocation** has been successfully saved, you will see a **Date Revoked** as confirmation. You will also receive an email notification. *Note:* Un-enrolling and revoking your direct deposit agreement, will not delete your bank account information from your user profile. It simply inactivates your future direct deposit activity.
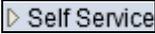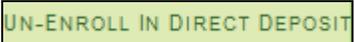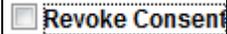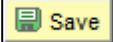
Step	Action
13.	To learn more about modifying your direct deposit account, please refer to the online training topic: *Managing My Bank Accounts*.
	To learn more about enrolling in Direct Deposit, please refer to the online training topic: *Enrolling in Direct Deposit*.
14.	Congratulations! You have successfully un-enrolled in direct deposit! **End of Procedure.**