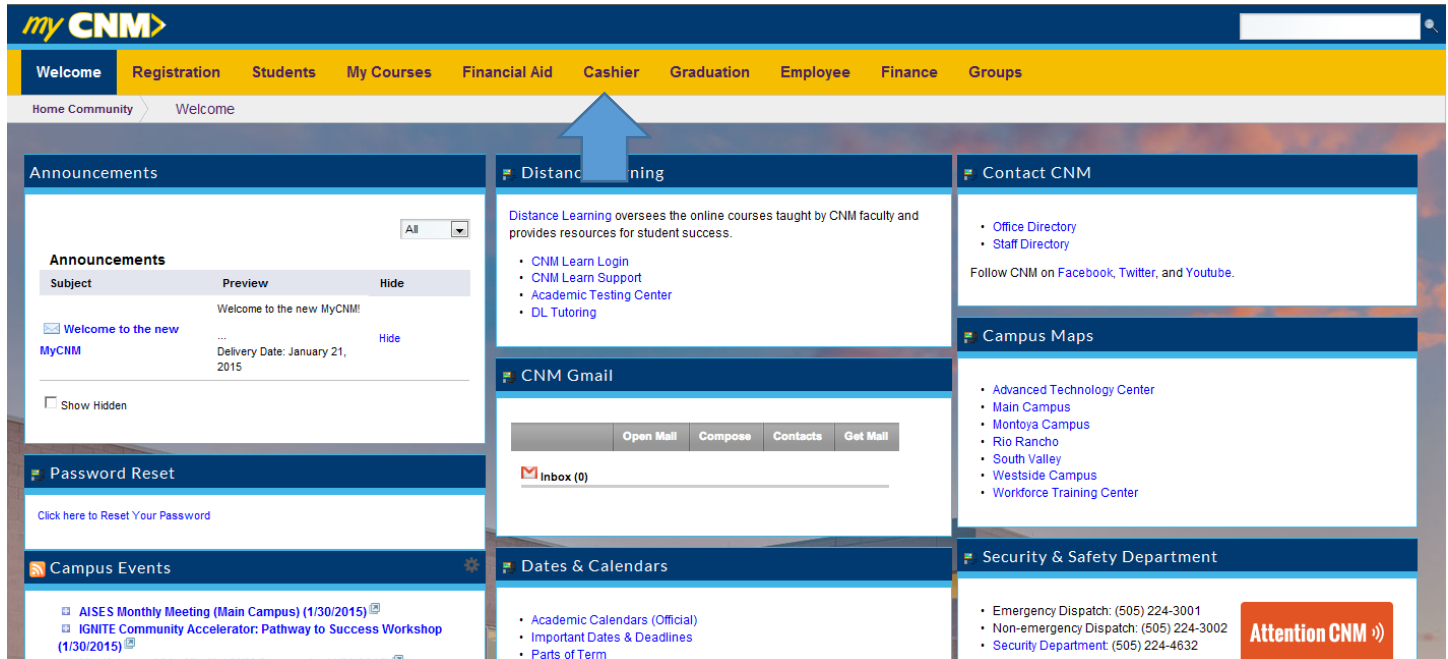


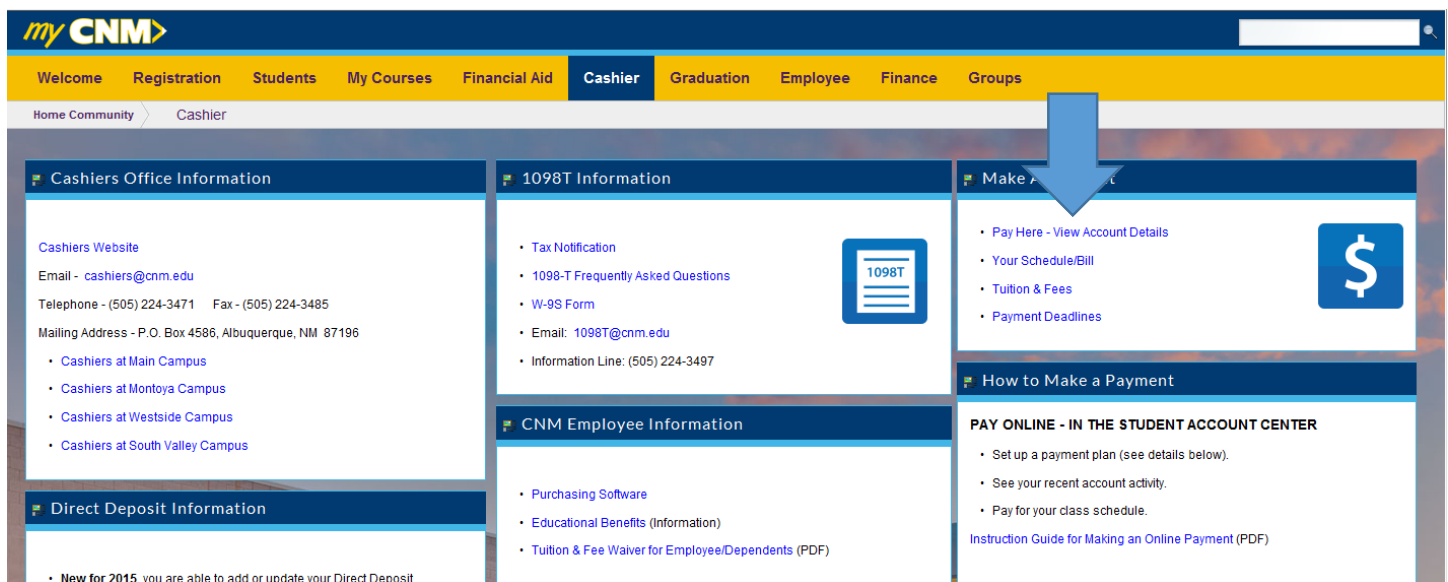
How to set up your refunds for direct deposit.

Begin by logging into your **myCNM** at CNM.edu

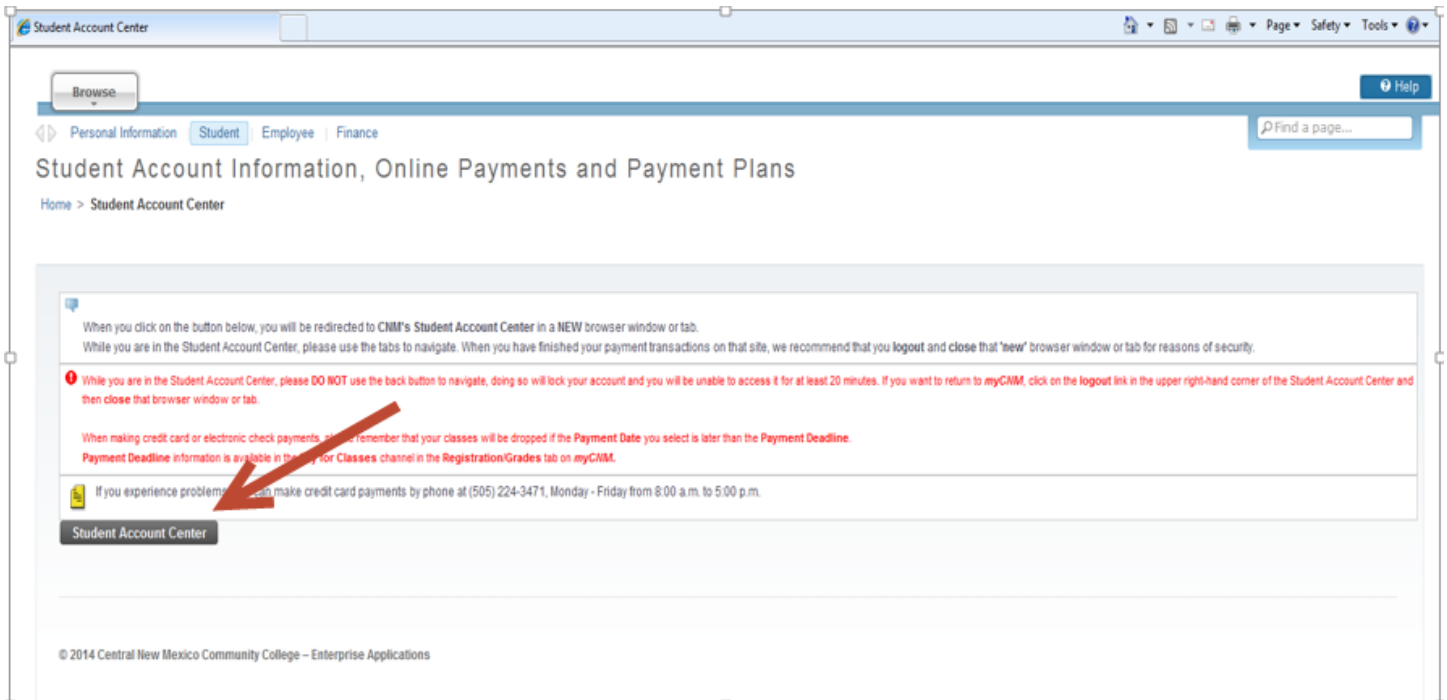
Once logged in, click on the Cashier link.



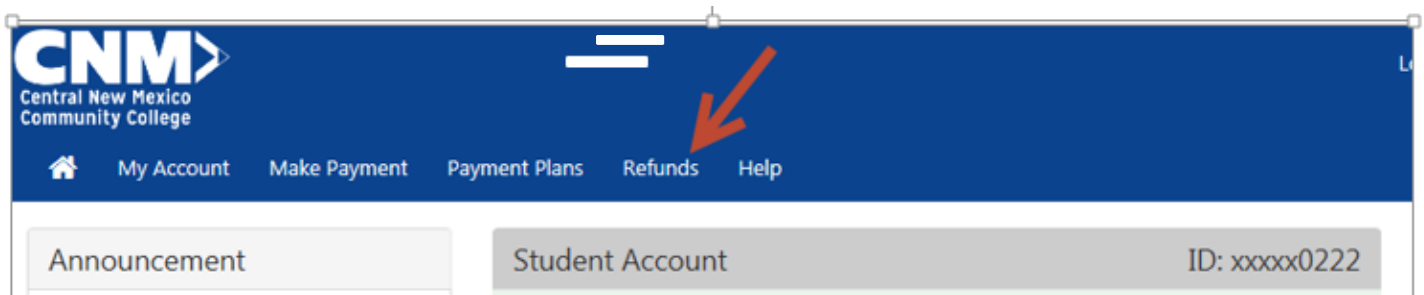
Next click the Pay Here / View Account Details on the right hand side of the page.



A new window will pop up. Please read the important information and then click on Student Account Center Button.



Once the Student Account Center launches in a new window, click on Refunds on the menu bar.



Then Click on the "Set up Account" button.

Refunds



eRefunds puts money in your account...FAST!

No more trips to the bank or waiting for a paper check.

Your refund has been processed. Please allow 3-5 business days to receive your funds.

Direct Deposit is the secure and convenient way to get your refund.

[Set Up Account](#)

Direct Deposit Bank Account

Account Description	Actions
Your direct deposit account for refunds has not been set up.	Set Up Account

If you want to use an existing payment method that was previously set up, you can select the account by clicking the radio button to the left of the account you are selecting. Please note: Credit cards cannot be used for eRefunds. Then click Continue. You will find the set up refund account pictured below:

Set Up Refund Account

Would you like to use an existing account or set up a new account?

Main Checking FFCU - xxxxxx1046

Set up a new account.

[Continue](#)

OR

If you have never set up your account in the Student Account center you will need to fill in Account Information and click continue. Click View example if needed.

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:	<input style="border: 1px solid #ccc;" type="text" value="Checking"/>
*Routing number: (View example)	<input style="border: 1px solid #ccc;" type="text" value="111111111"/>
*Bank account number:	<input style="border: 1px solid #ccc;" type="text" value="1030000388"/>
*Confirm account number:	<input style="border: 1px solid #ccc;" type="text" value="1030000388"/>
*Name on account:	<input style="border: 1px solid #ccc;" type="text" value="Your Name"/>

*Save payment method as: (example My Checking)	<input style="border: 1px solid #ccc;" type="text" value="Checking Account"/>
---	---

[Continue](#)

An authorization screen will display. You must click the "I agree" box. Then scroll down and click continue. If you would like, you have the option of printing this agreement before clicking continue.

Set Up Refund Account

I hereby authorize **Central New Mexico Community College** to initiate recurring 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 for any reason, I understand that a **\$30.00** return fee will be added to my student account.

Name: **Your Name** Bank Name
Address: Bank Address
XXXXXXXXXX
Depository: NUSENDA FEDI XXXXXX1234
P.O. BOX 8530
ALBUQUERQUE, NM 87198
Routing Number: 307083665
Account Number: xxxx345

This agreement is dated Thursday, August 3, 2017.

For fraud detection purposes, your internet address has been logged: 198.133.178.18 at 8/3/17 1:37:06 PM 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: cashiers@cnm.edu

Print and retain a copy of this agreement.

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

I Agree

Continue

Print Agreement

Cancel

The screen will display a confirmation that reads "Your new ACH refund account has been saved".

Refunds

Your new ACH refund account has been saved.

At any time you can Edit or Remove this account using the Action links.

Once the initial Refund is set up or if you edit or remove an account, you will receive an email notification that a change has occurred.

(Example below)

This is an automated message to inform you that your refund account has been created.
If you did not authorize the setup of this account, please contact the business office.

```
===== NEW PAYMENT METHOD DETAILS =====  
Payment Method Name --- [ Checking Account ]  
Account Number --- [ xxxx345 ]  
=====
```

Please note: that any changes made to your account must be made 7 days before eRefunds are scheduled to disburse.

If you have any questions or concerns, please contact the Cashiers Department at 505-224-3471