

SETTING UP PAYMENT AND REFUND ELECTIONS

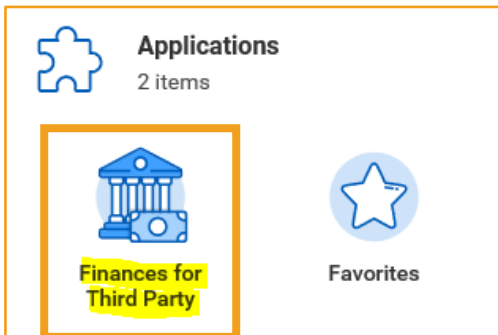
To pay by electronic check a student and/or parent must set up **Payment** elections in Workday.

At this time, **Refunds** can only be processed based on the refund elections set up by the student. Therefore, if your student is requesting that a refund be processed to your bank account, your banking information must be entered in your student's refund elections. Parent refund functionality will be available in the future.

Here's how to set up payment in Workday:

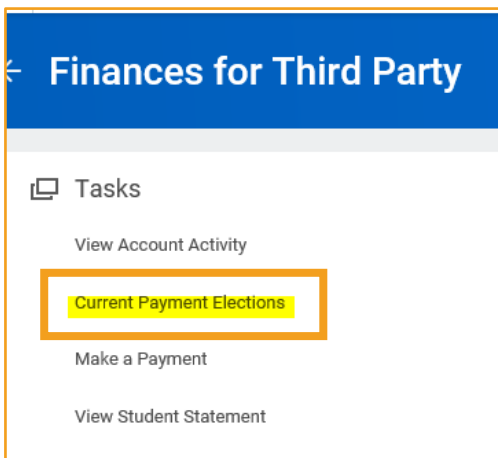
STEP 1

After logging in to Workday, select the **Finances for Third Party** icon.



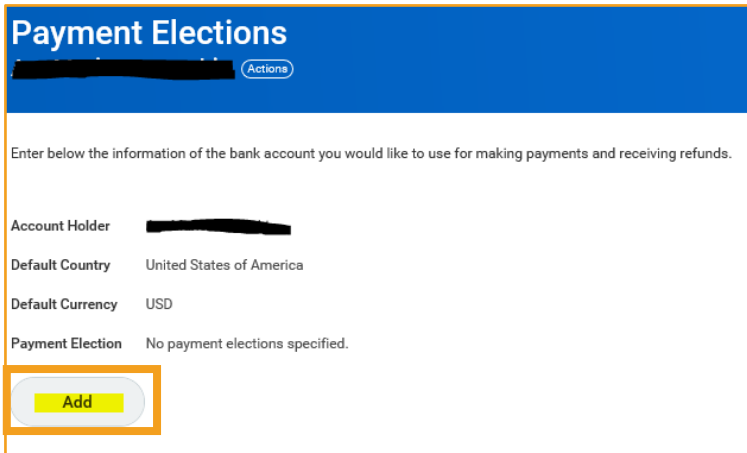
STEP 2

From menu options in the **Finances for Third Party** section, select **Current Payment Elections**.



STEP 3

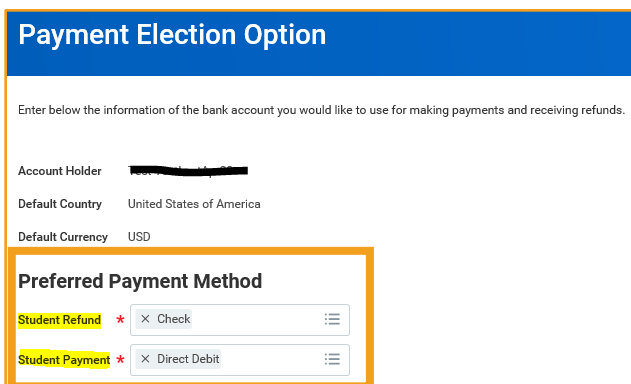
This brings you to the **Payment Elections** screen, displaying your name and currency, and prompting you to add your **Payment Election**. To do so, click **Add**.



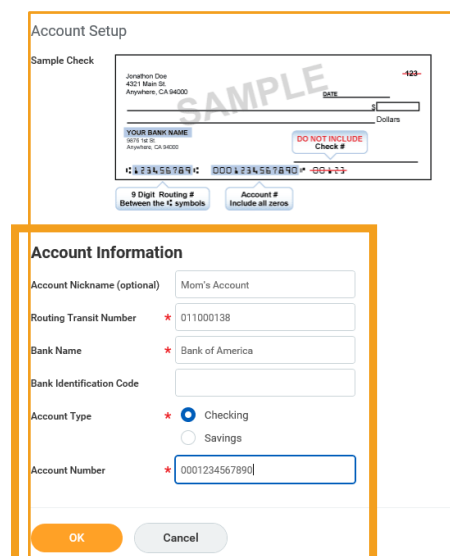
STEP 4

This takes you to the **Payment Election Option** screen, which is where you indicate your preferred form of payment—direct debit. To do so, select **Direct Debit** in the drop-down menu. Next, you'll be prompted to complete your **Account Information**:

- **Account Nickname:** For example “Daniel’s Account,” or “My Account.”
- **Routing Transit Number** of your checking or savings account. Do not input information from a debit or credit card.
- **Bank Name**
- Select **Account Type:** Choose from checking or savings.
- **Account Number** of your checking or savings account. Do not input information from a debit or credit card.
- When you're done, click **OK**.



Please note: At this time **Refunds** can only be processed based on the **Refund** elections set up by the student. If you add information into the **Refund** section, please be sure it matches what your student has input.



STEP 5

To review or change your bank account information, in the **Payment Elections** section, click **Edit**. In the **Payment Type** box, select **Direct Debit** and edit the bank account information as needed. Click **OK**.

The screenshot displays the 'Payment Elections' interface. At the top, it says 'Enter below the information of the bank account you would like to use for making payments and receiving refunds.' Below this, account holder information is shown: Account Holder (redacted), Default Country (United States of America), Default Currency (USD), Status (Successfully Completed), and Last Updated (06/03/2019 12:30 PM). There is a section for 'Accounts' with 1 item, which is a table with columns for Account Name, Country, Bank, Account Type, and Account Number. The row shows 'Mom's Account', United States of America, Bank Test, Checking, and ****7990. Below this is an 'Add' button and a section for 'Payment Elections' with 2 items. This is a table with columns for Pay Type, Payment Type, Account, Account Number, and Distribution. The rows are: 'Student Refund' with Payment Type 'Check', Account 'Mom's Account', Account Number '****7990', and Distribution 'Balance Yes'; and 'Student Payment' with Payment Type 'Direct Debit', Account 'Mom's Account', Account Number '****7990', and Distribution 'Balance'. Each row has an 'Edit' button.

Account Name	Country	Bank	Account Type	Account Number	Actions
Mom's Account	United States of America	Bank Test	Checking	****7990	Edit, Remove

Pay Type	Payment Type	Account	Account Number	Distribution	Actions
Student Refund	Check	Mom's Account	****7990	Balance Yes	Edit
Student Payment	Direct Debit	Mom's Account	****7990	Balance	Edit

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