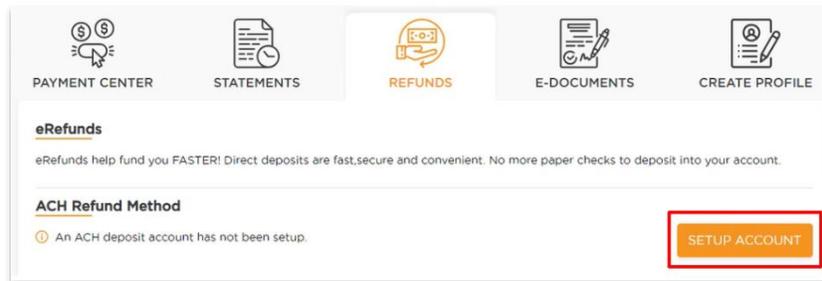


Create an ACH Refund Profile McDaniel College



How to Setup an ACH Refund Profile with PayMyTuition

- To set up your ACH Refund Profile with PayMyTuition, click on the **“Refunds”** tab within your PayMyTuition portal and click on **“Setup Account”**.



- Complete the refund form with the required information and click **“Add”** to create your ACH Refund Profile.

A screenshot of the "Bank Details" form. The form includes the following fields:

- Name on bank account: Enter name on bank account*
- State: State* (dropdown menu)
- Funding Account Zip Code: Funding account Zip Code*
- Bank Account Type: Checking (dropdown menu)
- A CHITRY (checkbox)
- ACH routing number: Enter ACH routing number*
- Account number: Enter account number*
- Account nickname: Enter account nickname

At the bottom, there are "CANCEL" and "ADD" buttons. A red box highlights the "ADD" button. An inset image shows a SunTrust check with labels for "ROUTING NO", "ACH ROUTING / TRANSIT NO", "ACCOUNT NO", and "CHECK NO".

- Once your ACH Refund Account is setup and McDaniel College has initiated the process of your refund, you will see any available refunds within the **“Outstanding Refunds”** section, with a status of *Initiated*.

The screenshot shows the 'Outstanding Refunds' tab selected. A table lists a refund with ID 998, initiated on 07-02-2024, for an amount of 399.00 via a bank account icon. The status is 'INITIATED' in a blue pill-shaped button, which is highlighted with a red box.

| Refund ID | Date Initiated | Amount | Payment Method | Status | Action |
|-----------|----------------|--------|----------------|-----------|--------|
| 998 | 07-02-2024 | 399.00 | | INITIATED | |

- When the refund has been completed by PayMyTuition to your selected destination bank, the refund will be available within the **“Completed Refunds”** tab with a status of *Completed*.

The screenshot shows the 'Completed Refunds' tab selected. A table lists a refund with ID 1097, initiated on 27-02-2024, for an amount of 125.00 via a bank account icon. The status is 'COMPLETED' in a green pill-shaped button, which is highlighted with a red box. There is also a download icon in the 'Action' column.

| Refund ID | Date Initiated | Amount | Payment Method | Status | Action |
|-----------|----------------|--------|----------------|-----------|--------|
| 1097 | 27-02-2024 | 125.00 | | COMPLETED | |

- You will receive a notification once the refund is complete. You can download a refund receipt using the download icon within the **“Action”** column.

Rejected ACH Deposit

- If you provide invalid ACH instructions, you will be notified by PayMyTuition that your refund has been rejected due to a failed deposit attempt.
- Within the PayMyTuition portal, your refund will remain in the **“Outstanding Refunds”** section, with a status of *Rejected*.

The screenshot shows the 'Outstanding Refunds' tab selected. A table lists a refund with ID 1099, initiated on 27-02-2024, for an amount of 126.00 via a bank account icon. The status is 'REJECTED' in a blue pill-shaped button, which is highlighted with a red box.

| Refund ID | Date Initiated | Amount | Payment Method | Status | Action |
|-----------|----------------|--------|----------------|----------|--------|
| 1099 | 27-02-2024 | 126.00 | | REJECTED | |

- McDaniel College will determine the next steps for your refund. *It is recommended that you access your PayMyTuition portal to update your ACH Refund Profile for any future remittances.*

The screenshot shows the 'ACH Refund Method' section. It displays a bank account icon, the label 'gh', and the account number 'xxxxxxxx6536'. The status is 'INVALID ACCOUNT' in a red pill-shaped button, which is highlighted with a red box. There are also edit and delete icons next to the account information.

eRefunds
eRefunds help fund you FASTER! Direct deposits are fast, secure and convenient. No more paper checks to deposit into your account.

ACH Refund Method

gh
xxxxxxxx6536 INVALID ACCOUNT

Questions for the McDaniel College team?

- Contact McDaniel College Bursar Office at bursaroffice@mcdaniel.edu or call 410-857-2209 to inquire about eligibility.

Need Assistance? The PayMyTuition student support team is happy to help.

- Call 1.855.663.6839 (toll-free) or through one of their [local country contact numbers](#). You can also contact PayMyTuition Support at support@paymytuition.com or through their [support page](#).
- No matter what time zone you are in, you will have a dedicated customer support team available to you through live chat, email, and phone to answer any of your questions and help you with your payment.