

Want to get your refunds faster?

## Sign Up for eRefund

To receive your refund as a direct deposit to your checking or savings account, sign up for eRefunds.

### eRefund Set Up Steps – First Time Set Up

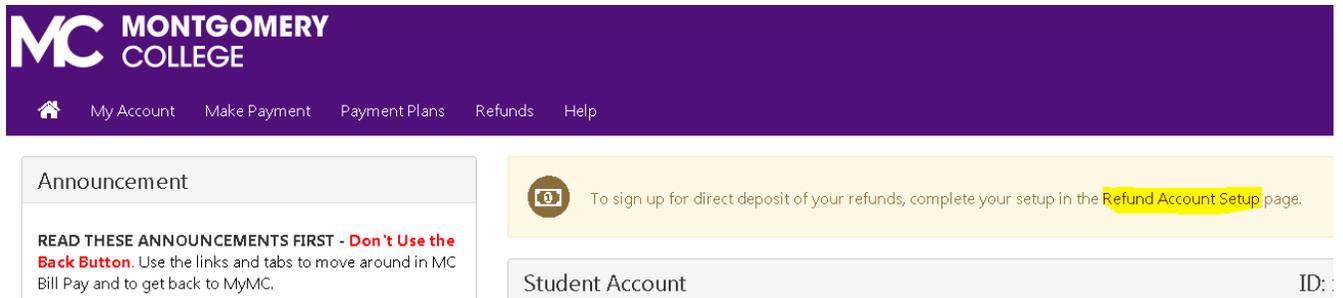
(If you have set up an eRefund previously, the steps in this process may differ slightly)

#### Important Notice:

While eRefunds are the fastest way for you to obtain a refund, they do not go into effect immediately. **You must set up your eRefund account a minimum of two weeks prior to an expected refund to allow time for validation.** The best approach is to set up your eRefund account now so it will be available when needed.

1. Log into your MyMC account and then select “Pay My Bill”

Some students may see the “Refund Account Setup” link at the top of the page. If you see this link, click on it to enroll and you will be taken to the Two Step Verification screen which is shown below.



The screenshot shows the Montgomery College MyMC website. The top navigation bar includes the MC logo and the text "MONTGOMERY COLLEGE". Below the logo, there is a navigation menu with links for "My Account", "Make Payment", "Payment Plans", "Refunds", and "Help". On the left side, there is an "Announcement" section with the text: "READ THESE ANNOUNCEMENTS FIRST - Don't Use the Back Button. Use the links and tabs to move around in MC Bill Pay and to get back to MyMC." On the right side, there is a yellow notification banner with a circular icon containing the number 1 and the text: "To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page." Below the notification banner, there is a "Student Account" section with the text "ID: :".

2. Otherwise Select “Refunds” from the menu at the top of the home page.

You will be taken to the Two Step Verification screen which is shown below.



The screenshot shows the Montgomery College MyMC website navigation menu. The menu items are "My Account", "Make Payment", "Payment Plans", "Refunds", and "Help". The "Refunds" link is highlighted with a yellow box.

# eRefunds

## eRefunds puts money in your account... FAST!

No more trips to your financial institution or waiting for a paper check to come in the mail. Direct Deposit is the secure and convenient way to get your refund.

Refund Methods

**No Refund Method Selected.** Two-Step Verification required before making a selection. [Complete Two-Step Verification](#)

**Direct Deposit**  
Typically received in 1-2 business days  
Funds will be transferred to the personal checking or saving account of your choice.

A Direct Deposit account for refunds has not been set up.

[Set up a new account](#)

eRefunds History for

You have no past refunds.

3. Click on the green Complete Two-Step Verification button [Complete Two-Step Verification](#)

4. If you have previously set up Two-Step Verification you will see the screen below.

- ❖ Enter your passcode which was sent to you.

Refund Methods

**No Refund Method Selected.** Two-Step Verification required before making a selection. [Complete Two-Step Verification](#)

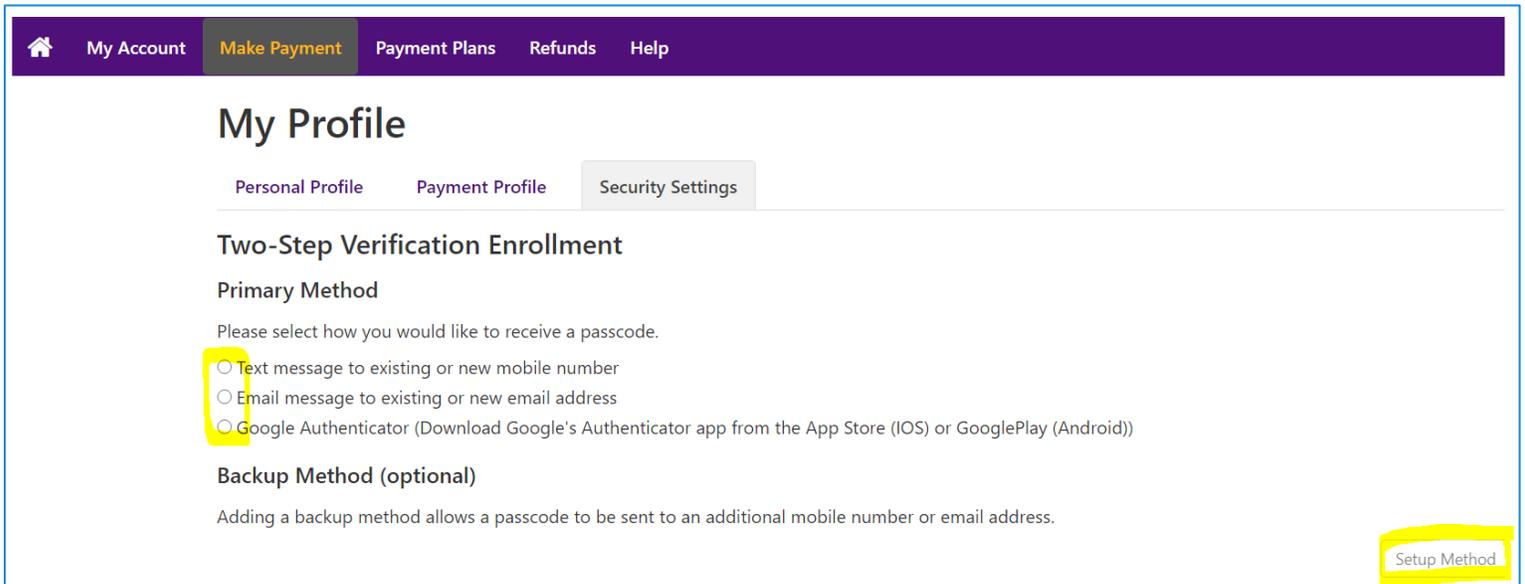
A passcode was sent to you for Two-Step Verification. Please enter the passcode to update refund method

[Cancel](#) [Resend Code](#) [Verify](#)

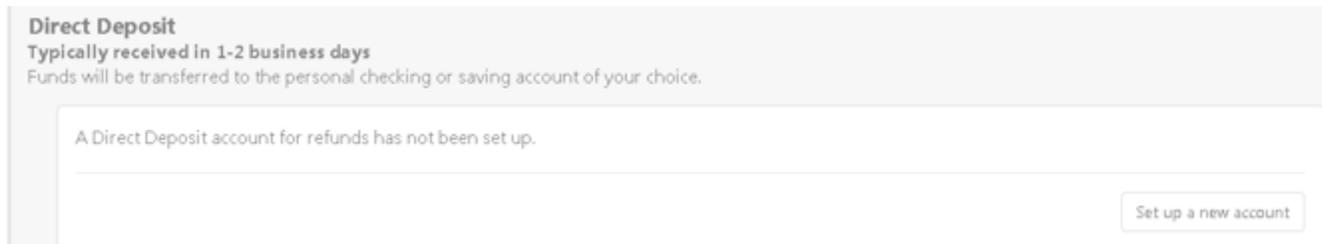
5. If you have not set up Two-Step Verification previously, you will be taken to the Security Settings tab of the “My Profile” screen.

- ❖ You must select how you want to receive your enrollment passcode as shown above: Text, Email or Google Authenticator

- ❖ Once your passcode option has been selected, click on the Setup Method button. This will take you to Backup Method. This optional step allows you to choose a secondary passcode option.



6. Once you are finished selecting your verification process you will need to click on **Set up a new account**.



7. When you click on the **Set up a new account** button you will need to fill in your banking information as shown below.

**Note:** Please be sure you have the correct bank information before completing this form. Contact your bank to verify your bank information, if needed, before setting up an eRefund profile. If your account cannot be verified, the account will not be made available for use as an eRefund account. **\*\*Very Important:** Some debit cards are linked to a bank account but cannot be used for deposit. If you enter such an account it will not be able to be used for your eRefund. Contact the issuer of the debit card to determine if the bank account can be used to receive deposits.

8. When you have entered your account information click the **green “continue”** button.

# 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.

\*Name on account:

\*Account type:

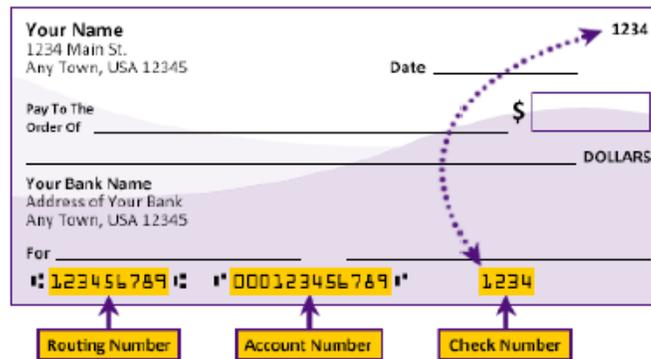
\*Routing number:   
(Example)

\*Bank account number:

\*Confirm account number:

\*Save payment method as:  
(example My Checking)

If you have a checks to refer to, your routing and account number can be found on the check as shown below.



9. When you have entered your bank information and clicked continue, your banking information will be displayed

Set Up Refund Account

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I hereby authorize **Montgomery College** to initiate debit or 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 unpaid for any reason, I understand that a **\$35.00** return fee will be added to my student account.

Name: **Jane Doe**

Address:

Depository: **Newtown Bank**  
FL-ORL-7150  
ORLANDO, FL

Routing Number: **000000000**

Account Number: **xxxxxxxx.**

This agreement is dated 08/25/2020 16:11:51 PM EDT.

For fraud detection purposes, your internet address has been logged: 160.: at 08/25/2020 16:11:51 PM EDT

**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: **acctrec@montgomerycollege.edu**

Print and retain a copy of this agreement.

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

**I Agree**

Print Agreement

Cancel

Continue

10. At the completion of the process you will see the screen below.

- ❖ At the top it states that “Your new ACH refund account has been saved.”
- ❖ Under the Current Refund Method it shows that your account is “awaiting verification.”
- ❖ Awaiting verification refers to a Pre-Note Authorization file that is sent to the bank so they can verify the account numbers provided are correct.
  - If your account cannot be verified, and the bank rejects an authorization, students are notified and the student will need to either update their account information or set up a different account. Once information is updated or a new account is added, the verification process will be attempted again.
- ❖ We will not be able to process your eRefund until your account has been verified. The verification process may take as little as one or two days but may take up to two weeks.
- ❖ **You must review your MyMC account daily to see if your account has been verified.**

**Important:** Please be patient: Do not make changes to the eRefund information you have submitted unless you know you made an error in entering your banking information. Every time you re-enter your information the verification waiting period will begin again.

## eRefunds

Your new ACH refund account has been saved.

eRefunds puts money in your account... FAST!  
No more trips to your financial institution or waiting for a paper check to come in the mail. Direct Deposit is the secure and convenient way to get your refund.

Current Refund Method

**Direct Deposit**  
Test account - xxxxxx3452 (awaiting verification)  Remove

Other Refund Methods  
Select an option, below to save as the current refund method.

**Direct Deposit (Replace current account)**  
Typically received in 1-2 business days  
Funds will be transferred to the personal checking or saving account of your choice.

Test account - xxxxxx3452 Set up a new account

eRefunds History for

You have no past refunds.

## Important eRefund Information:

- ❖ Authorized Users including Parents: Authorized users cannot access or view eRefunds information. Students are required to set up their eRefunds preference by logging in through MyMC. We will direct deposit into the eRefund account set up by the student.
- ❖ If your eRefund account has not been verified by the time refunds are processed, your refund will be sent as a check, by U.S. Mail to your student address of record. Please always ensure that your address is up to date.
- ❖ Credit card payments made within six months will be refunded back to the credit card account used for payment even if the student has an existing eRefund account.
- ❖ The eRefund account must be a valid personal checking account.
- ❖ Your account must have a valid routing number and bank account number.
- ❖ Your account must not have been restricted due to insufficient fund charges.
- ❖ We will direct deposit into the eRefund account set up by the student.
- ❖ Review your payment profile at least once per term to ensure your banking information is current.