Summer Internship Funding Award Direct Deposit

In order to process your summer internship funding award, you need to ensure that you have direct deposit set up under the Accounts Payable allocation in BannerWeb. You may already have deposit set up if you have had a job on campus, however this is through the Payroll Office and is not used for internship payments. Please follow the steps below to add or update your direct deposit information.

1. Log on to BannerWeb at [http://go.middlebury.edu/bw](http://go.middlebury.edu/bw)
2. **ALL students receiving funding**, click on the **Student Financial Services** tab and follow the instructions below.

3. Select **Direct Deposit Allocation**:

If you have never set up direct deposit for receiving payments of any type you will need to add the information by following step number 5.
5. Select Add New Direct Deposit

There are 2 types of allocation. Payroll (which would be used if you were hired as a student worker) or Accounts Payable (if you were paid for internships, grants or expense reimbursements.)

If you do not see an option for A/P Reimbursement contact Accounts Payable at ap@gmhec.org for assistance.

6. Enter the following information under the “Add Allocation For A/P Reimbursement”:
   - Bank Routing Number
   - Account Number
   - Account Type (Checking or Savings)
   - Click Email Pay Stub Notification box for paperless direct deposit
7. Once the **Save New Allocations** button is selected, a confirmation message and the following will appear on the screen.

If you have already set up direct deposit for receiving payments of any type, you will see the following screen with your previously entered information:

If you already have an allocation for Accounts Payable, you will see the word Yes under Accounts Payable near the applicable Bank info (see above). If so, you do not need to enter any additional information to receive your internship funding.
If you already have Direct Deposit but it is for Payroll and not for Accounts Payable, you will need to select the Update Direct Deposit Allocation link.

Once there, follow Steps 5-7 to **Add New Direct Deposit**.

If you have any additional questions about your direct deposit, please contact Accounts Payable at [ap@gmhec.org](mailto:ap@gmhec.org).