Adding a bank account for Direct Deposit of REFUNDS and REIMBURSEMENTS:

Log into MyOCC/Self-Service.

Click on BANKING INFORMATION

If you have never had a bank account for refunds and reimbursements, click ADD AN ACCOUNT -
Toggle button to ACTIVATE

After toggling to ACTIVATE, enter Effective Date. Current date will default in – then click NEXT

A pop up for the new account will come up so that you can enter:

- Name/Nickname of Bank Account
- Country of Bank Account – NOTE: OCC only will ACH to United States bank accounts
- Routing number
- Bank account
- Confirm Bank account
- Account Type (Checking or Savings)
- Click on acceptance of TERMS and CONDITIONS

Click SUBMIT

See screenshot examples below.
Once you have added the bank account information, your account will be listed, but it will show NOT VERIFIED. During each refund/reimbursement process, a process is run to update and verify all new and modified bank accounts.

Once Financial Services has run the process to verify all new or modified bank accounts – the account will show as VERIFIED.
If you previously have entered bank account information – you can do the following:

- Edit the name of the account (NOTE: you can only edit the nickname of the account, any other changes to routing number, bank account number, type of account, require you to add a NEW account)
- Add a different account (NOTE; only ONE refund/reimbursement bank account is allowed)
- Inactivate the bank account