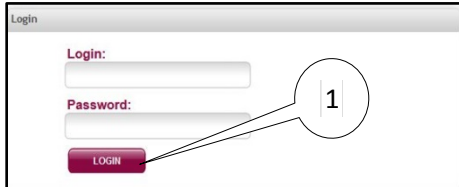


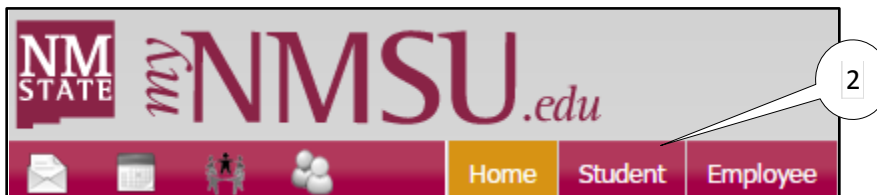
How to Cancel Direct Deposit

Students should follow these steps to cancel Direct Deposit already on file at NMSU. **Direct Deposit is not used to make payment from your bank to the Cashier's Office.**

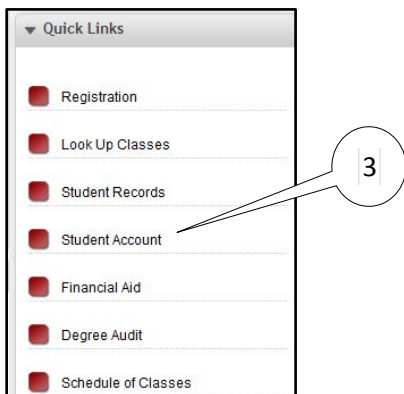
1. Log into [myNMSU](#) with NMSU User Name and Password.



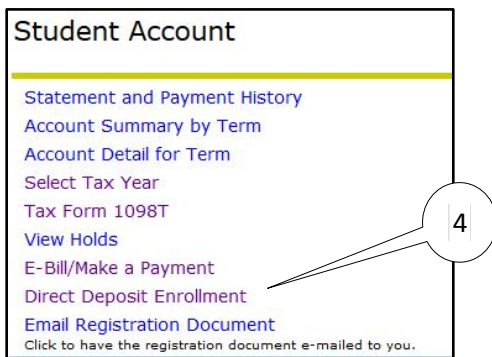
2. Select **Student Tab**.



3. Select **Student Account** from Quick Links.



4. Select **Direct Deposit Enrollment**.



5. Select **Edit**.

Active Direct Deposit Information

To establish, change, or cancel direct deposit information, please complete the information below. For more information on direct deposits at NMSU and help with identifying your financial institution account information, [click here](#) or on the Help link.

Direct Deposit Type	Financial Institution	Bank Routing	Bank Account	Account Type	Amount	
FINANCIAL AID REFUNDS and UNIVERSITY REIMBURSEMENTS	FIRSTLIGHT FEDERAL CREDIT UNION			Checking	Active	<input type="button" value="Edit"/>
PAYROLL PRIMARY	FIRSTLIGHT FEDERAL CREDIT UNION			Checking	Active	<input type="button" value="Edit"/>
PAYROLL ADDITIONAL FLAT AMOUNT #1						<input type="button" value="Add"/>
PAYROLL ADDITIONAL FLAT AMOUNT #2						<input type="button" value="Add"/>

I agree to NMSU [Terms and Conditions](#) of Direct Deposit.

5

6. Select **Inactivate**.

Active Direct Deposit Information

To establish, change, or cancel direct deposit information, please complete the information below. For more information on direct deposits at NMSU and help with identifying your financial institution account information, [click here](#) or on the Help link.

FINANCIAL AID REFUNDS and UNIVERSITY REIMBURSEMENTS

Bank Routing:

Bank Account:

Reenter Bank Account:

Account Type: Checking Savings

Activate Inactivate

6

7. Select **Save**.

7

8. Check **I agree to NMSU Terms and Conditions of Direct Deposit**.

I agree to NMSU [Terms and Conditions](#) of Direct Deposit.

8

9. Select **Save and Submit** to complete the Direct Deposit Enrollment Process.

9

A message will appear confirming that your Direct Deposit preferences have been submitted.