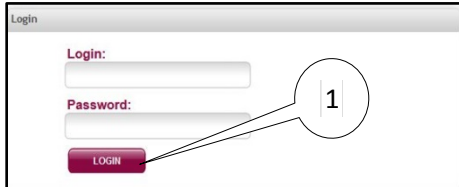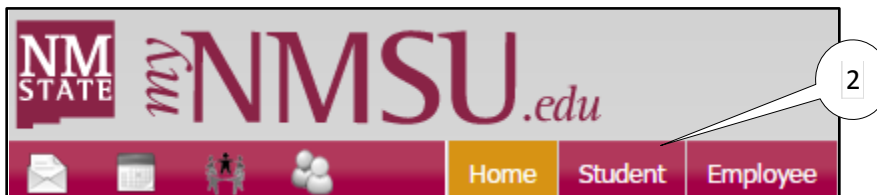# How to Cancel Direct Deposit

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.**
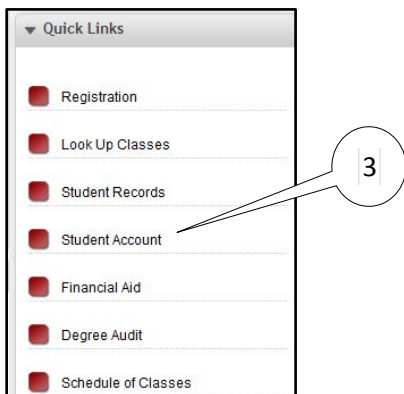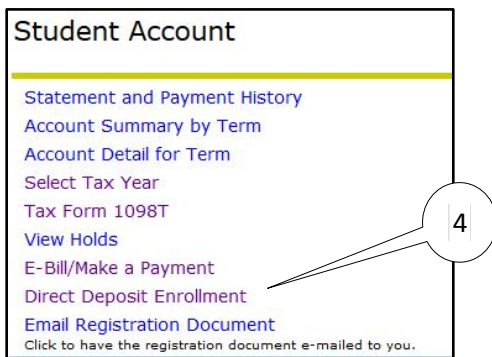
1. Log into **myNMSU** with NMSU User Name and Password.

2. Select **Student Tab**.

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

4. Select **Direct Deposit Enrollment**.

5. Select **Edit**.

6. Select **Inactivate**.

7. Select **Save**.

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

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

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