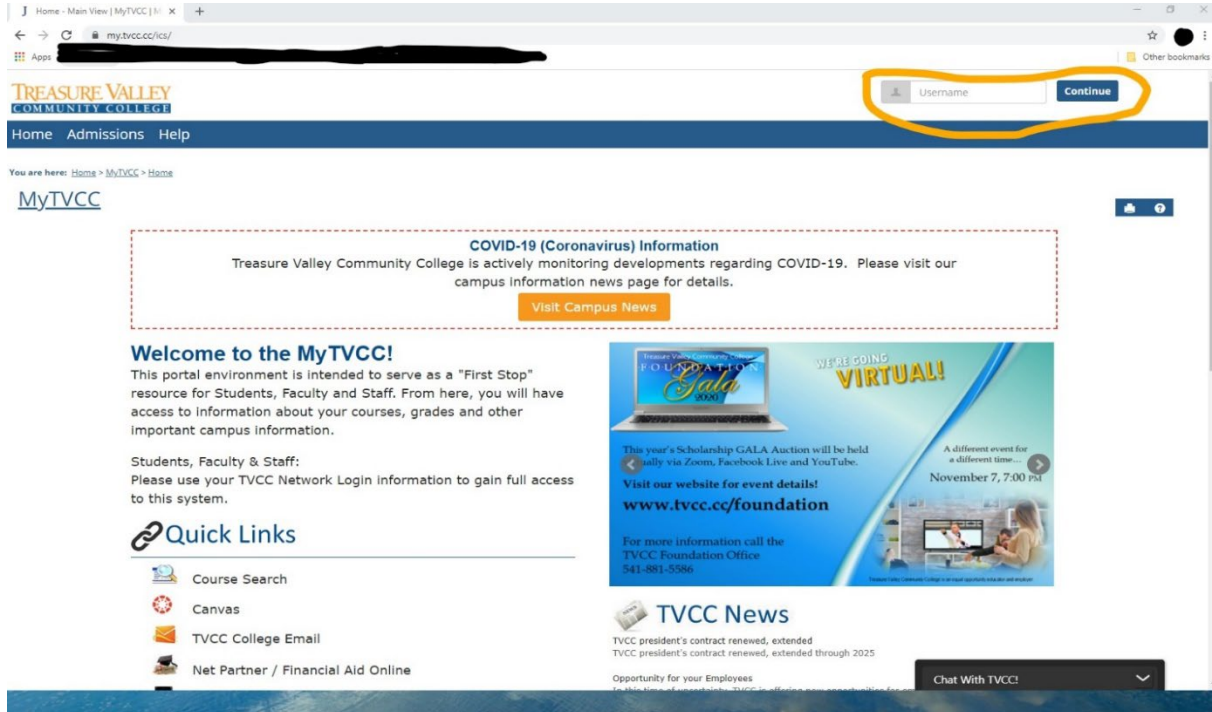
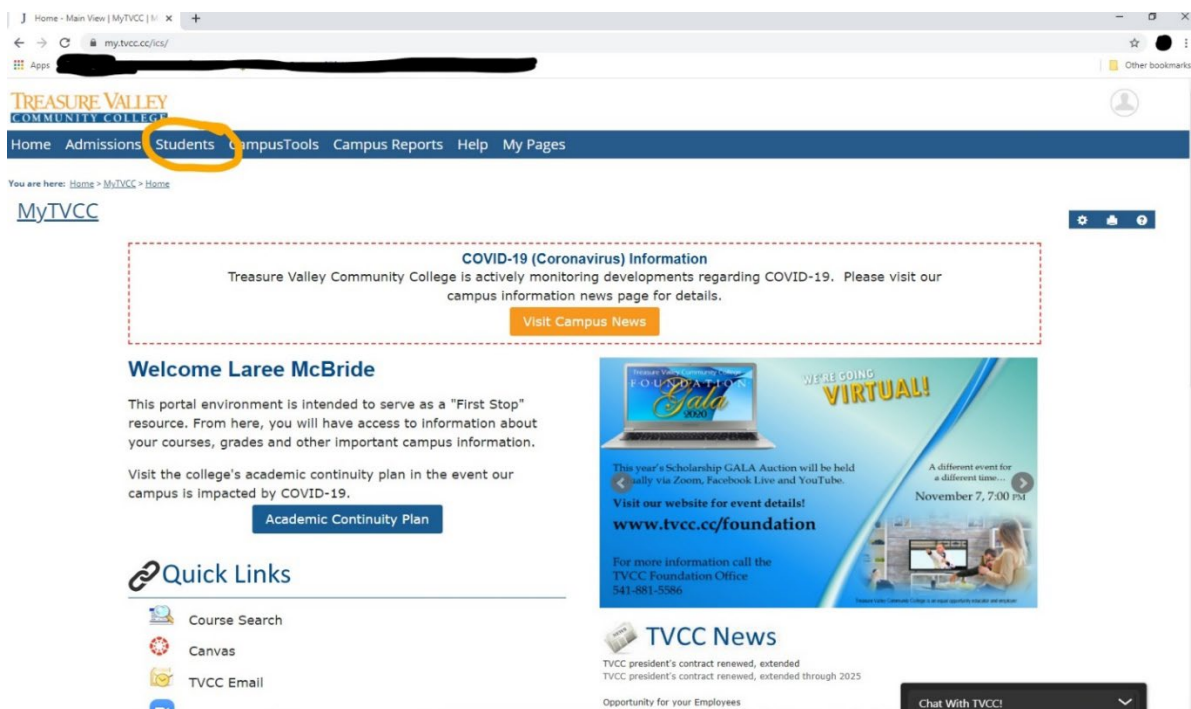


In order to protect against fraud, the business office will no longer accept direct deposit information via email. In addition, the paper form will only be accepted with picture ID. The most secure way to enter your direct deposit information is through your student portal. Follow the instructions below and never share your password with anyone.

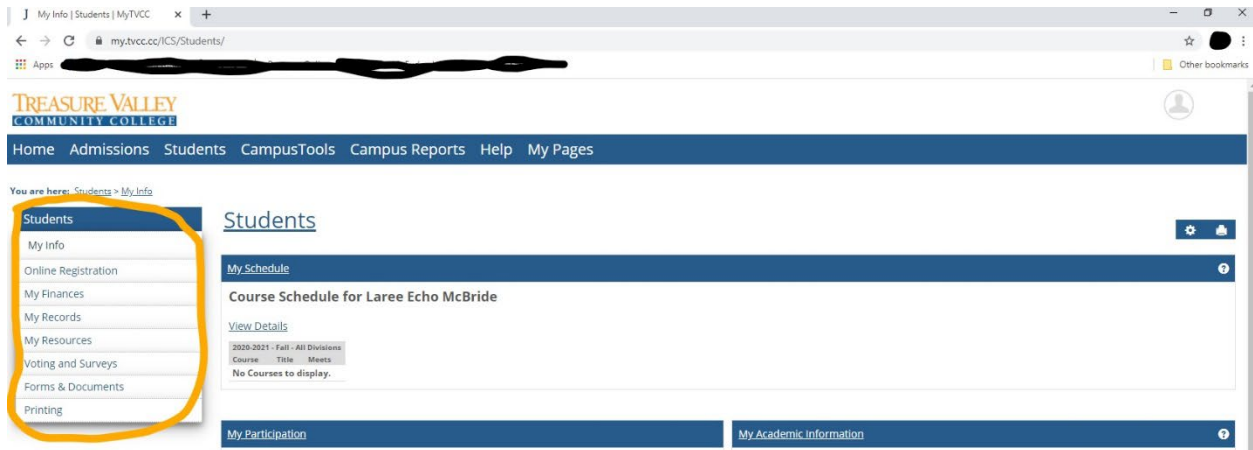
Navigate to Mytvcc.cc and log in.



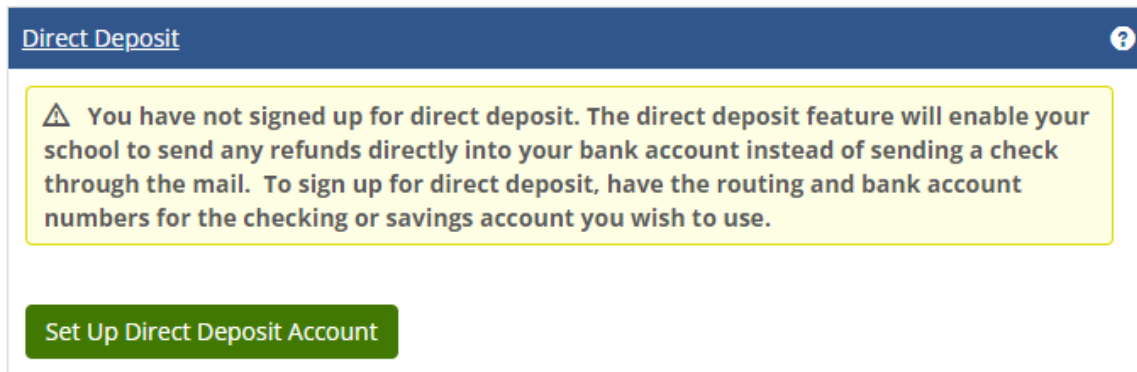
Select the "Students" Tab



In the left side navigation select “My Finances.”



Scroll down until you find the Direct Deposit Section.



Select “Set Up Direct Deposit Account”. Fill all fields completely.

A screenshot of the 'Set Up Direct Deposit Account' form. The form is titled 'Set Up Direct Deposit Account' and is divided into two columns: 'Your Bank Account Information' and 'Other Information'. A 'Continue' button is located at the top right. In the 'Your Bank Account Information' column, there is a yellow warning box with a triangle icon containing an exclamation mark. The text inside the box reads: 'This must be your account and not someone else's (e.g. your parent's). Entering account information that is not yours will result in your refund not being processed.' In the 'Other Information' column, there are two required fields: 'Direct Deposit Account Name' and 'Begin Date'. Each field has a text input box and a description: 'Enter a name for this account as you want it to appear in our system.' and 'Select a date to start receiving refunds into this bank account.' respectively.