

# For your convenience Northeast State offers Direct Deposit

Should you wish to have any refunds due you be direct deposited simply follow the steps below.

- Sign in to the Bill and Payment Suite at [www.NortheastState.edu/AccountSuite](http://www.NortheastState.edu/AccountSuite)
- Click on the **Create a Refund Profile** Tab
- This will bring you to the **Add a Payment Method** screen.
- Select **Electronic Check (checking/savings)** from the pull down menu. Please note you must set up a payment profile.
  
- Put in your checking or savings account information and be sure to check this box at the bottom of the form.

**Refund Option**  Please check here if you would like refunds to be deposited into this account.

Should you wish to cancel your direct deposit option simply go back into this form and uncheck the Refund Option Box.

**Remember:** You can set up multiple payment methods but only one Refund Option. However you can make payments and have direct deposit from the same account.

Should you have questions or problems please call 423.354.2511 or email [nscbusoffar@northeastState.edu](mailto:nscbusoffar@northeastState.edu)