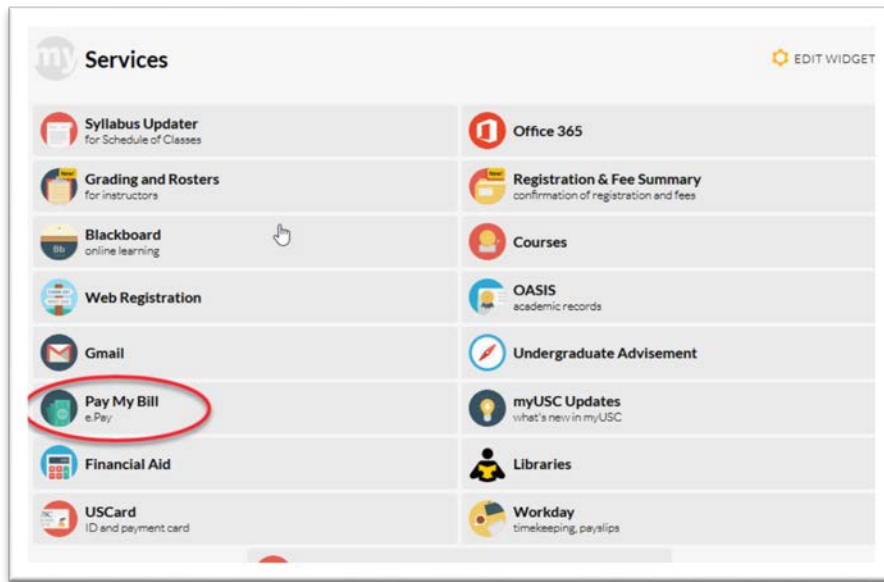


Direct Deposit Instructions for Domestic Students or Resident Aliens for Tax Purposes

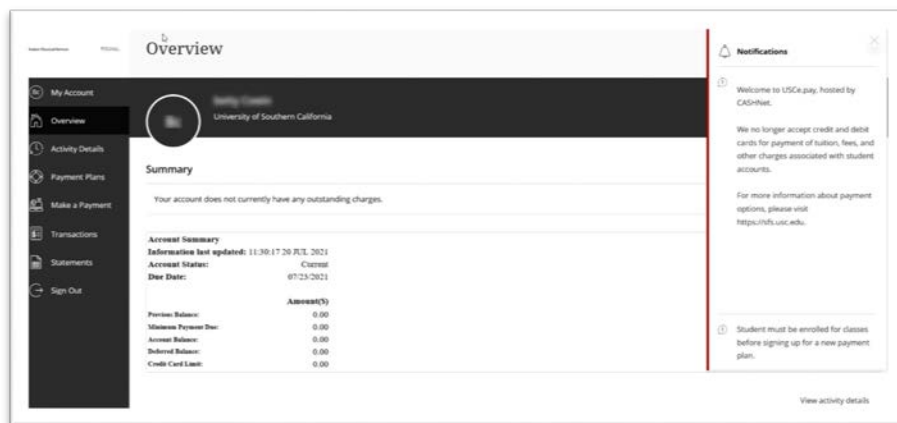
How to Sign Up for Direct Deposit For Stipends/Ad Hoc Payments to Domestic Students

Effective July 1, 2021, stipends and ad hoc payments for domestic students will be paid through CashNet Powered by Transact, USC's service provider for USCe.pay (student account billing and refunds). All domestic stipend recipients, including those who have previously received direct deposit refunds through Accounts Payable, will need to login to USCe.pay to set up a new direct deposit account. Stipends will NOT be combined with student accounts, so you will still receive 100% of any stipend paid to you regardless of your account balance.

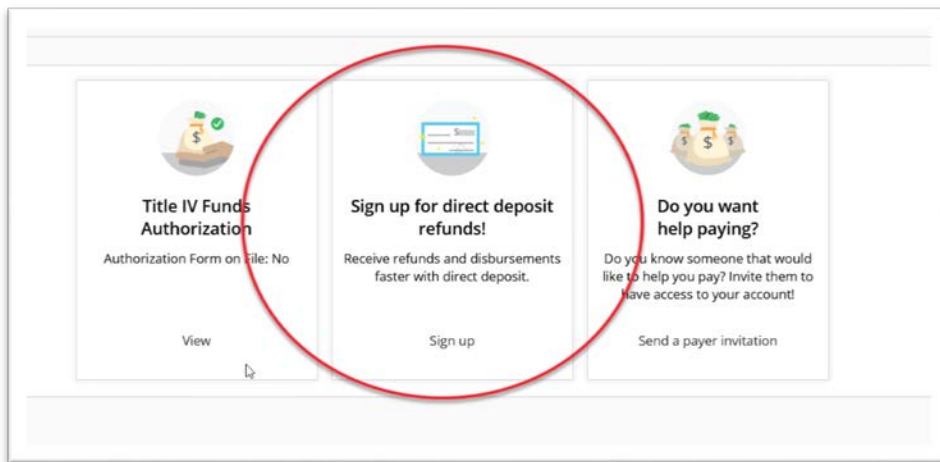
To sign up, simply login to MyUSC and select the *Pay My Bill* icon. Depending on how you've customized your portal, it may not be in the same location as in this example:



Effective July 20, 2021, USCe.pay has a new look. You'll see something like this on the *Overview* page:

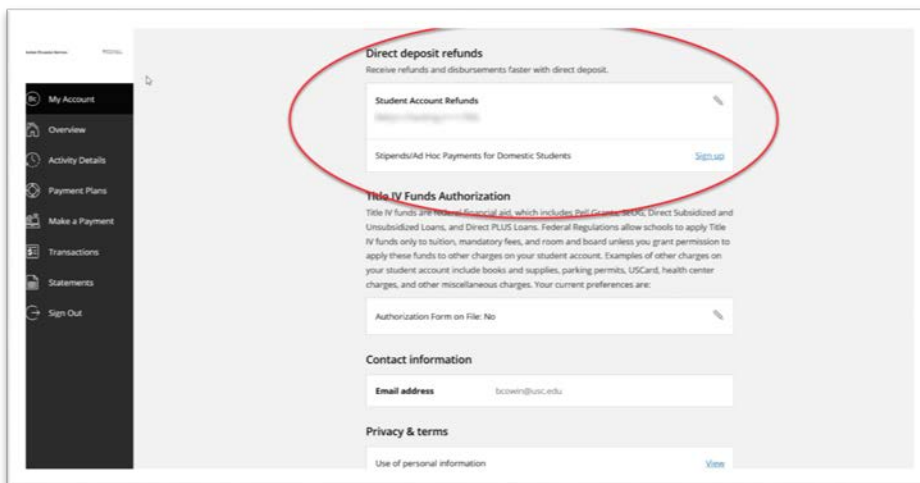


Scroll down to the center of the page. If you have not yet signed up for BOTH *Student Account Refunds* and *Stipends/Ad Hoc Payments for Domestic Students*, you'll find a message about signing up:

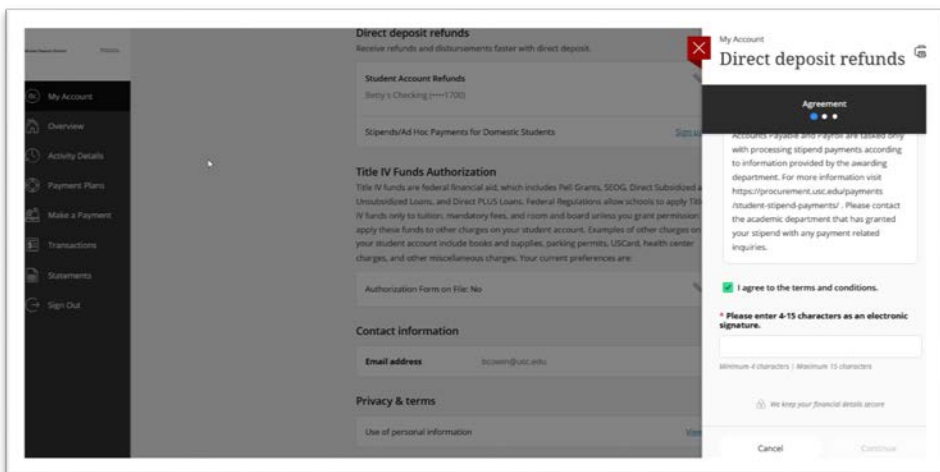


Simply click on the phrase *Sign up* to be taken to your *My Account* page. You can also visit this page at any time by using the *My Account* link on the left side of any page.

If you've used the *Sign up* link, the page will automatically display *Direct deposit refunds* at the top. Otherwise, scroll down to find this section.

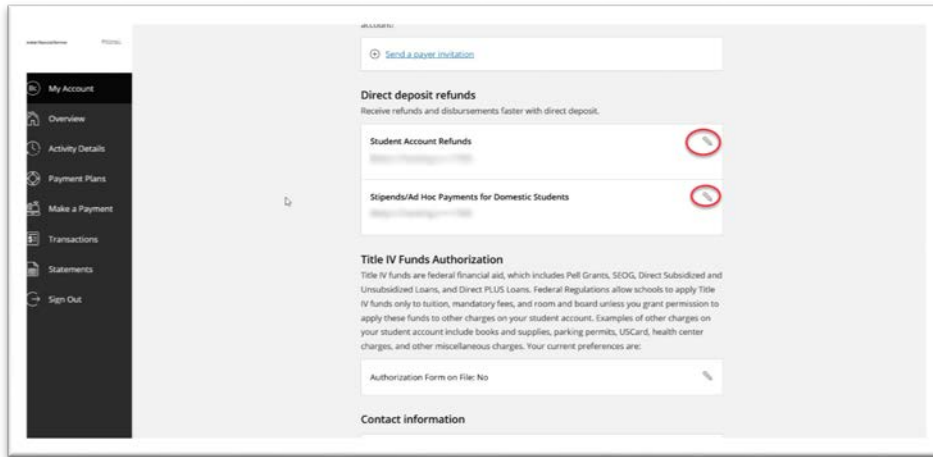


In the above example, the student has already signed up for *Student Account Refunds*, but not *Stipends...* Select the *Sign up* link. If you have not already agreed to the *Terms and Conditions*, a box will pop up asking you to read and agree. Please do read before you agree – it contains important information about how you will receive refunds.



Once you agree, a new box will pop up asking for bank information. If you have already stored an account on USCe.pay, you can choose to use that account or add a new one. Then simply follow the instructions to complete signing up.

Please note that your *Student Account Refunds* record is completely separate from your *Stipends...* record. You may choose to sign up for either or both types of refunds. You may also use a different bank account for each. You can change your banking information or withdraw from direct deposit at any time by clicking on the pencil icon.



Stipend payment via USCe.pay applies only to U.S. citizens and permanent residents who receive stipend, fellowship, and/or other non-payroll activity payments through Accounts Payable. All payments are governed by USC's Policies (<https://policy.usc.edu/>). Stipend payments for international students who reside in the U.S. are issued by Payroll Services. Stipend payments for students living outside of the U.S. are issued by Accounts Payable via a third party system: FLYWIRE/Payment Rails.

Accounts Payable and Payroll are tasked only with processing stipend payments according to information provided by the awarding department. For more information, visit <https://procurement.usc.edu/payments/student-stipend-payments/>. Please contact the academic department that has granted your stipend with any payment related inquiries.