Changing the bank account associated with your payment elections

You can come back to the **Current Payment Elections** option at any time from the **Finances for Third Party** worklet. From here you can **Add** a new bank account, or **Edit** or **Remove** an existing bank account using the buttons in the **Accounts** grid.

If you wish to add another bank account simply click the “Add” button and follow the steps. Most of the steps are identical to “**Set up your payment elections to make payment in UR Student.**”

**Note**: you cannot remove an account if it is associated with either of the pay type options in the **Payment Elections** grid. **Use the instructions below to edit the Payment Election prior to removing the account.**
To change the bank account associated with Student Payments from the Personal Checking Account to the Savings Account click the **Edit** button next to **Student Payment** in the **Payment Elections** grid. In the screenshot above these two example accounts are distinguishable by both the values in the “Account Type” column and the last four digits of each example account that appear in the “Account Number” column. As a reminder, *any refunds paid directly to parents are paid only by check, made payable to the parent.*  This type of refund occurs if the account balance is the result of a Parent PLUS loan on the student’s account.

On the **Payment Election** page, click the icon on the right side of the **Accounts** field (see below) to show all valid account options. Select the account you would now like to use (in this case, Savings Account) and click the OK button at the bottom of the field. Note that this page will remind you that you must go through the ACH Authorization process for any new bank account added to the system prior to using it for a payment. This account will not be available for payment and you will not be able to make payment in UR Student until a new ACH Authorization has been completed in UR Student.

![Payment Election Grid](image)

The **Payment Elections** grid will now reflect the change.
If you would like to **remove** all bank account information from the system, you must first remove it from both of the **Payment Elections**. In order to remove a bank account from a payment election and not replace it with another account, you can **Edit** the Payment Election, and then click the – as shown below and click **OK**.

You will now see an additional grid (**Payment Elections Requiring Setup**) at the bottom of the **Payment Elections** page that shows that there is not a bank associated with this payment election. Complete this task for both the **Student Payment** and the **Student Refund Election Rule**, and you can then use the **Remove** button next to the bank account to also remove the bank account information from the system.