Get Your $$$ Faster!

STUDENT REFUNDS & ACCOUNTS PAYABLE (AP) DIRECT DEPOSIT

Who Should Set Up Accounts Payable Direct Deposit?

- Students – for student account refunds, (FAFSA, etc.)
- Employees and others – for payments, expense and travel reimbursements

Those who have not set up direct deposit for Accounts Payable will receive a paper check mailed to their permanent home address.

How to Set Up Your Accounts Payable Direct Deposit

1. Log in to MySnow by going to snow.edu → Menu icon → MySnow or go directly to my.snow.edu
2. **Quick Links → Direct Deposit**
3. **Accounts Payable Deposit → Add New → Create new**
4. Complete fields in the **Add Allocation** section:
    a. Bank Routing Number – 9 digits only. Name of bank will then appear in the gray box below.
    b. Account Number – this is NOT your 16-digit debit card number.
    c. Verify Account Number - type in your account number again
    d. Account Type – select **Checking** or **Saving**
    e. Check the box next to "By checking this box..."
    f. Click **Save New Deposit**

FAQ

What if I am unable to log in to MySnow?

Try the password reset link or contact IT Office for assistance: jennifer.bigelow@snow.edu or 435.283.7099

Contact Us

EPHRAIM CAMPUS
Visit: Greenwood Student Center (GSC) – Cashiers Office
Call: 435.283.7296

RICHFIELD CAMPUS
Visit: Administration Building – Cashiers Office
Call: 435.893.2249