

How to Sign Up for eRefunds on POUNCE

Upon logging into [POUNCE](#), select this menu item from the main menu:

[Student Account](#)

This will open a new window.

At the top, select Refunds from the Menu:

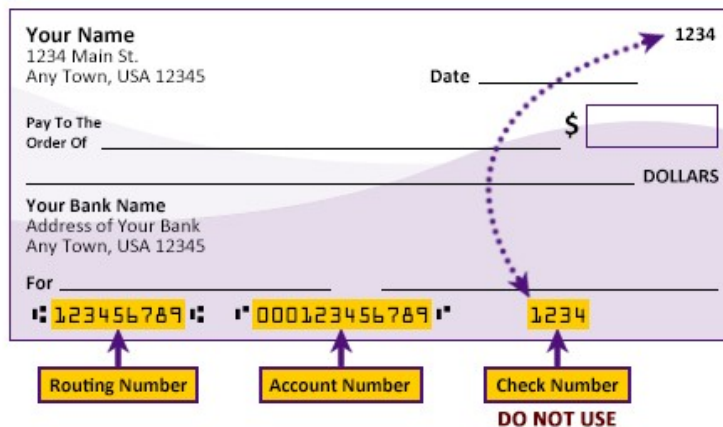


Select “Set up Account”

On the next screen, enter the information about your bank account.

There is an option to view an example of where to find the information on your check for entry in the proper order. Please use this guide. If you make an error the refund will not be received but will be returned to the University.

ABA Routing Example



The diagram shows a check form with the following fields and labels:

- Your Name:** 1234 Main St., Any Town, USA 12345
- Date:** _____
- Pay To The Order Of:** _____
- \$:**
- DOLLARS:** _____
- Your Bank Name:** Address of Your Bank, Any Town, USA 12345
- For:** _____
- Routing Number:** 123456789 (indicated by a yellow box and an arrow pointing to the first nine digits of the MICR line)
- Account Number:** 000123456789 (indicated by a yellow box and an arrow pointing to the next 10 digits of the MICR line)
- Check Number:** 1234 (indicated by a yellow box and an arrow pointing to the last four digits of the MICR line)
- DO NOT USE:** (indicated by a yellow box and an arrow pointing to the last four digits of the MICR line)

A dashed purple arrow points from the 'Date' field to the '1234' value in the top right corner of the check form.

Set Up Refund Account

Account Information

* Indicates required fields

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Name on account:	<input type="text"/>
*Account type:	<input type="text" value="Select account type"/> ▼
*Routing number: (Example)	<input type="text"/>
*Bank account number:	<input type="text"/>
*Confirm account number:	<input type="text"/>

Once you have entered your banking information, click continue and complete the setup.

Any changes in your bank must be updated by you to ensure you continue to receive timely refunds. If you need to have your bank account deleted, please contact the Business Office.

706-737-1767 or business_office@augusta.edu