



HOW TO[®]

Sign Up for BruinDirect

Do you wish there was a more direct and secure way to receive your **Billing and Receivables Account (BAR)** refund? Such a process does exist and it's called BruinDirect.

BruinDirect is the process that takes the refund from your BAR account and electronically deposits that refund into your personal checking account. A refund is generated on your BAR account when you receive funds, such as scholarships, grants, fellowships, stipends, loans or any non-payroll payments to students or post-doctoral students, which exceed the fees due.

How do I sign up for BruinDirect?

- ▶ STEP 1: Open a checking account in the United States.
- ▶ STEP 2: Go to www.sfs.finance.ucla.edu and click on *Student Forms*.
- ▶ STEP 3: Click on the link to the *BruinDirect Authorization* form and print.
- ▶ STEP 4: Fill out the required information and send in the form along with a current voided check.
- ▶ STEP 5: Send the completed form and required bank documents to:

Remittance Processing Center
10920 Wilshire Blvd.
Suite #107
Los Angeles, CA 90024-6503

How soon will my direct deposit start?

Your direct deposit will be activated approximately four to six weeks after your authorization form is received. When signing up for BruinDirect be aware that an incomplete application delays—if not halts—the activation process and may be returned to you. In order to avoid such problems, make certain you have enclosed all necessary documents and filled out all forms legibly. If for any reason the authorization process is delayed and a refund posts to your BAR account before your BruinDirect is activated, you will receive your refund in the form of a paper check through the U.S. Postal Service.

Will UCLA notify me whenever a refund is made into my account?

All students are sent an electronic message before each and every electronic refund deposit is made. Therefore, it is important that you keep your URSA email address current. Banking institutions vary in the amount of time it takes for electronic deposits to post to their customer accounts. When a refund appears on your BAR account or you receive notice of a refund being electronically transferred to your personal checking account, please contact your bank to verify when the funds will actually be available.

For students who anticipate receiving refunds once their incoming financial aid pays all outstanding charges to BAR, your BAR statement includes a message stating the disbursement start date for the current term. You may check URSA any time after that disbursement date to confirm that your aid has posted to BAR, thereby giving you a good idea when you might have access to your refund. Additionally, this activity will be reflected on your next month's BAR statement.

What else do I need to know about BruinDirect?

If you are a continuing student, you are not required to re-authorize every year; however, you must complete a new form if you change your banking institution. In addition, you will remain on BruinDirect until you cancel your enrollment. You can cancel your BruinDirect account by submitting a letter to the Administrative Main Cashier Office, 1125 Murphy Hall, Los Angeles, CA, 90095-7089.

Please be aware that you must inform the Administrative Main Cashier Office immediately if you change or close your bank account. If for any reason a refund posts to your BAR account and your BruinDirect application is still pending authorization or your BruinDirect authorization is connected to an account that is now closed, you will receive your refund in the form of a paper check through the U.S. Postal Service.

Again, every bank differs when it comes to posting electronic deposits. Verify with your bank as to when your funds will be available for withdrawal.

UCLA attempts to provide up-to-date information in our Bruin Dollars and \$ense™ How To Series®. Please be aware that the content of this document is based upon information that was correct at the time of publication. All information pertaining to and gathered from both UCLA and other sources is subject to change without notice.

The Bruin Dollars and \$ense™ How To Series® is also available on the Student Loan Services website at www.loans.ucla.edu.

Bruin Dollars and \$ense is a trademark of UC Regents.

Bruin Dollars and \$ense™ How To Series copyright © 2002 UC Regents. All rights reserved.

Bruin Dollars and \$ense™ How To Sign Up for BruinDirect copyright © 2002 UC Regents. All rights reserved.

