



Setting up Direct Deposit of Refunds

Horry-Georgetown Technical College utilizes Touchnet's Student Bill + Payment application to allow for online viewing and refunding of a student's account for payments and Financial Aid. This application allows for refunding directly into the bank account specified by the student. **Only one (1) account can be set up as the eRefund account.**


CAUTION: Before creating an account to be used for direct deposits, please read:

It is the student's responsibility to make sure that the correct transaction type (checking or savings), routing, and account numbers have been entered. Missing information may cause a delay for the student to receive funds. If an anticipated refund is rejected by the receiving banking institution for any reason, the direct deposit information will be deleted from the student's account and a paper check will be created upon receiving notification of the rejection.

To set up a direct deposit account follow the steps outlined below:

1. After logging into the myHGTC portal, locate the "Manage My Student Account" card.
2. Select "Login to My Account". A new webpage will open.
3. After reaching the Student Account Center, select "Refunds" on the menu bar at the top of the webpage.
4. Select the link "Set up a new account".
5. Enter the required fields listed under the Account Information, Billing Information, and Save payment method sections. Select **Continue**.
6. Confirm and authorize that you would like to setup the specified account by marking " I Agree".
7. Select "Print Agreement" for a hard copy of the agreement. To save the payment method you must click "Continue".
8. A message will appear indicating that the new ACH refund account has been saved.

To change or remove direct deposit account information follow the steps outlined below:

1. Select "My Profile" on the menu bar at the top of the webpage.
2. Select "Payment Profile".
3. Click on the  icon under the Action column.
4. Select "Edit" or "Delete".
5. Confirm the account that you would like to change (edit) or set up a new account (delete) and select "Continue".
6. Enter the required fields listed under the Account Information, Billing Information, and Save payment method sections. Select "Continue".
7. Confirm and authorize that you would like to setup the specified account by marking " I Agree".
8. Select "Print Agreement" for a hard copy of the agreement. To save the payment method you must click "Continue".
9. A message will appear indicating that the new ACH refund account has been saved.