How to Set Up a Refund Account

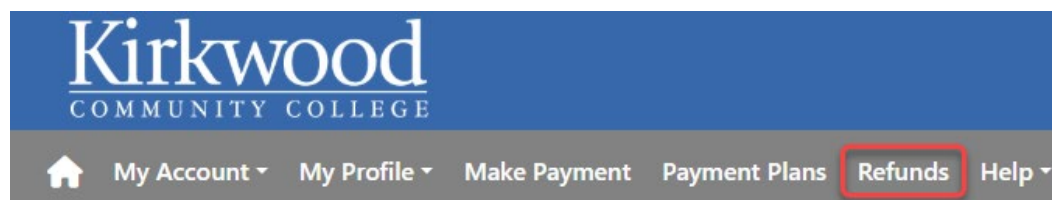1. Log in to MyHub at https://hub.kirkwood.edu/.
2. Go to **Billing & Payments.**
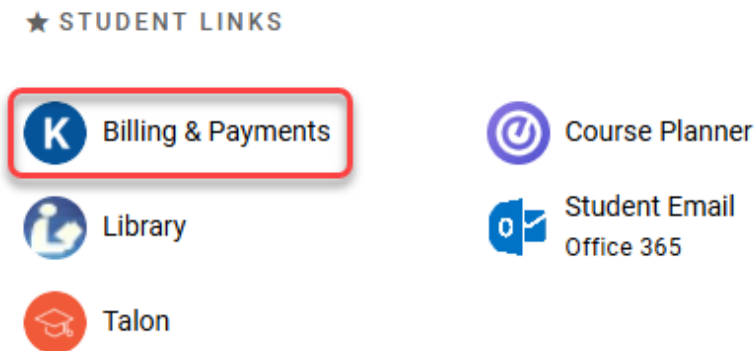
3. Select **Direct Deposit** under the Account Balance section.

> **Note:** If you have trouble logging into the Direct Deposit system, try clearing your browser history and then log in again. We also recommend using the Chrome browser for Kirkwood-related tasks.
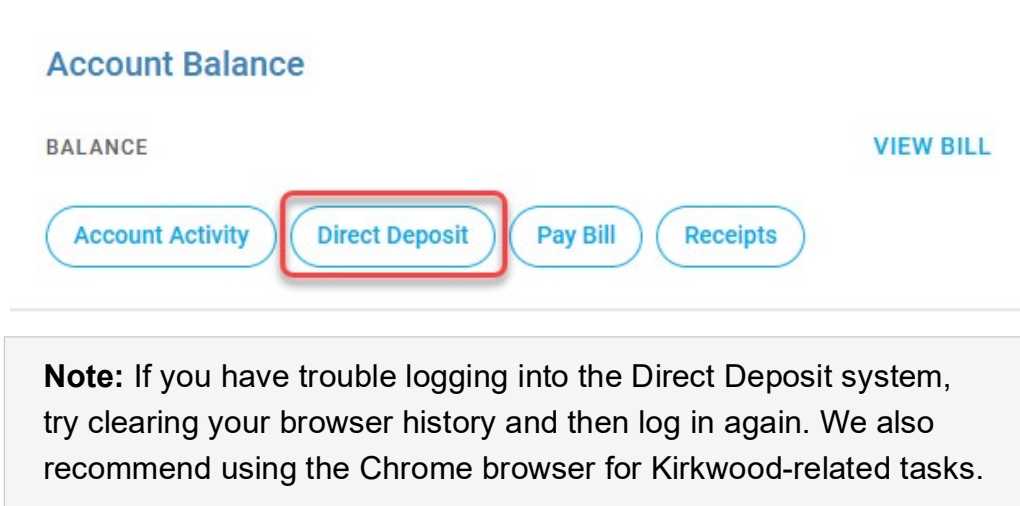
4. Select **Refunds** from the menu at the top of the screen.

5. Select **Complete multi-factor authentication** to complete your security profile.

6. Once you set up your security profile, you will receive a one-time passcode via email, SMS, or mobile app (depending on which option you select) that you will need to verify before you can set up a direct deposit account.

7. Once you've completed verification, select **Set up a new account.**

Direct Deposit
Typically received in 1-2 business days
Funds will be transferred to the personal checking or saving account of your choice.

A Direct Deposit account for refunds has not been set up.

Set up a new account   Select account

Note: Choose **Select account** if you already have a payment method set up that you would like to use for refunds.

8. Complete the Account Information form, then select **Continue.**

9. Read through the ACH agreement, then select the box next to **I Agree** and select **Continue.**

Please check the box below to agree to the terms and continue.

☑ I Agree

Print Agreement   Cancel   Continue

10. Your refund account will now appear on the Refunds page.

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