STUDENT BUSINESS SERVICES

eRefunds

- All refunds are electronically deposited into your United States bank account conveniently, quickly, & securely

Set-Up Authorized Users

- Allow others to view your account and make a payment

Online Payments

- Check your balance and make a payment

Questions? Contact Student Business Services Monday–Friday
Phone: 715-232-1656
Address: 125M Admin Building
Hours: 8am–4pm
E-mail: sbservices@uwstout.edu

Visit: https://secure.touchnet.com/C21720_tsa/web/login.jsp

OFFICE OF STUDENT BUSINESS SERVICES
Learn more at www.uwstout.edu/stubus
UW-Stout is excited to offer students the eRefund option through TouchNet!

**eRefunds**

- eRefunds eliminate trips to the bank and waiting for a paper check
- eRefunds provide added protection against theft and time delays from lost checks
- eRefunds sign-up is available 24/7
- eRefunds are environmentally friendly

**eRefund Set-Up Procedures**

Start

- Visit: [https://secure.touchnet.com/C21720_tsa/web/login.jsp](https://secure.touchnet.com/C21720_tsa/web/login.jsp)
- Enter your UW-Stout User Name and Password
- Click on eRefunds
- Click on Set-up Account
- Select the Account Type from the drop down menu
- Enter the 9 digit Routing Number for your bank (click “View example” to see where to find this number)
- Enter the Account Number for your bank
- Confirm your Account Number by typing it again (invalid or closed accounts will result in a $20.00 return fee)
- Enter the full name on your bank account
- Enter your address information
- Enter a note to yourself as to which account you entered
- Click continue
- Read and check the agreement authorizing UW-Stout to deposit funds
- Click continue and you should see a confirmation that your eRefund account is set-up

Finish

*Note: You will receive an email when the eRefund has been initiated. Be sure to verify with your bank that the funds are available before using them.*