

IMPORTANT MESSAGE ABOUT EXPENSE REIMBURSEMENT PAYMENTS

York University is phasing out cheque payments over the next few months. In order to receive payments from York University in the future, **you will be required to register for direct deposit.**

Direct deposit is a faster, more secure form of payment – payments are deposited directly into the bank account that you designate. Cheques, on the other hand, can take up to 30 days to process and deliver by regular mail and may be lost, stolen, or delivered to the wrong address.

To register for direct deposit, please follow the steps below:

Instructions for Employees

Changes to banking information can be made through [Employee Self Serve](#). More detailed information on how to make the change is available [in this guide](#).

Instructions for Students – Kindly note that it's a mandatory requirement for students to set up direct deposit to receive expense reimbursement payments.

To register for direct deposit, please visit your student account by following the instructions below:

1. Go to sfs.yorku.ca
2. Click on "**Create or update my banking information**"
3. Log in with your **Passport York ID and Password**
4. Select "**My Banking Information**" and follow the instructions.
5. Once you have successfully set up your direct deposit information, York University will make a small deposit (between 1 and 10 cents) to your bank account which you will be required to verify. Once you have completed the verification process, all future payment requests will be made by direct deposit.

If you have any questions or require assistance with registering for direct deposit, please contact Student Financial Services at 416-872-YORK (9675)

For the Departments who need to prepare expense claims in Concur for external individuals, please follow the guide [here](#).