

How to set up Direct Deposit and Request a Refund

How do I add a direct deposit account?

1. Log into Gibson Online <http://gibson.tulane.edu>
2. Click View Online Account on the Billing tab
3. Click Refunds tab, then **Set Up Account**
If you have previously stored a payment ACH account, you may select that account as your preferred refund direct deposit account.
4. Enter your US bank checking or savings account information, then click Continue
5. Confirm bank information is correct, then click "I Agree" checkbox and **Continue**.
If you are adding this account in anticipation of a refund, please remember that you will need to request a refund through Gibson Online. Steps to request a refund are detailed above.

How do I request a refund?

1. Log into Gibson Online <http://gibson.tulane.edu>
2. Click Request a Refund hyperlink on the Billing tab
3. Click **Submit** button

If approved, the status of your request will be updated to "Approved". Check back to this form for status updates.