



# How to set up your student refund preference

**Detailed Instructions for students**

Step 1: Sign in to myLynn

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Student Finances

Student Financial Services



Phone: 561-237-7184, 561-237-7185, 800-578-9737 (toll free)

Fax: 561-237-7189 (fax)

Email: [studentfinancialservices@lynn.edu](mailto:studentfinancialservices@lynn.edu)

Location: Louis and Anne Green Center for the Expressive Arts

Office Hours 9am-5pm Mon-Fri.

The office will open from 9am-6pm Mon-Thu, and 9 a.m. – 5 p.m. Fri during the Add/Drop weeks of the school year.

Announcements

NACUBO Conference

Wed, Mar 27 2019 at 11:15 AM

Morgan O'Sullivan and Evelyn Nelson presented on the topic of Financial Literacy at the Student Financial Services NACUBO conference in New Orleans. The presentation to a national audience was successfully received with a high level of interest...

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Re-Issued 1098-T, Tuition Statement

High priority

Fri, Mar 15 2019 at 1:32 PM

Lynn University has issued revised 1098-T statements for students for the 2018 calendar year.

You may access it online in the myLynn portal.

For families that may have already filed their taxes using the previous issued 1098-T statement, we reco...

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Step 2: Click on Student Finances  
Step 3: Click on My Account

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Edit Content

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Step 4: Click on the link that says ACH Account Information Set-Up Form

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## My Account

### My Account Info

[My Account Balances](#)  
[Course and Fee Statement](#)

### Pay Online with Transact (formerly CashNet) Integrated Payments

[Make Online Payment Now or Setup Authorized User](#)

Service fee is 2.85% for domestic Credit Card transactions and 4.25% for international Credit Card transactions. The minimum service fee for card transactions over \$20 and less than \$106 will be \$3. Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS,VISA or DINER'S.No Service Fee for E-Check Payment.

### Refund Set-Up

[View Reports](#)

[ACH Account Information Set-Up Form](#)

Step 5: To input your bank information, select Next Page.  
The bank information is required to enable the University to send any potential refund back to your bank account once requested.

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My Account

Refund Set-up

Refund account information

Instructions

All refunds will be processed through the bank account information provided by the student and made payable to students.

Refunds normally require 1 to 2 weeks for approval and processing once credit is available on the account.

(1) Complete the PDF page with your request and forward to:  
Student Financial Services,  
3601 N. Military Trail, Boca Raton, FL 33431  
OR Fax: (561) 237-7189.

(2) Complete your bank account information on this form.

Please click on the "NEXT PAGE" link.

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Step 6: Enter your bank routing, account number and account type

Step 7: Select Next Page

My Account

Refund Set-up

Refund account information

Section 1: Personal Information

Page 1 of 1

Student information

Your Lynn ID number, your name and today's date should already be indicated below:

1.ID Number

2.Student Name

6/7/2019

3.Today's Date

Refund Information

In this section, please enter your bank account information. This must be a bank account that has your name on it that matches the student name above. (If your name does not match the bank account name, the bank will reject your refund. [Click here](#) to view account and routing numbers sample. Click on the "Next Page" link to review and submit.

4.Bank Routing Number

\*Required

5.Bank account number

\*Required

6.Account Type:

Checking

\*Required

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Refund Information

In this section, please enter your bank account information. This must be a bank account that has your name on it that matches the student name above. (If your name does not match the bank account name, the bank will reject your refund. [Click here](#) to view account and routing numbers sample. Click on the "Next Page" link to review and submit.

4.Bank Routing Number

\*Required

5.Bank account number

\*Required

6.Account Type:

Checking

\*Required

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Step 8: Review the information that you have entered

Step 9: Select Submit Form

My Account

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Refund account information

Review and Submit

Please take a moment to review your responses. You can make changes by going back into the form via the provided links of the table of contents. If everything is satisfactory, submit the form using the submit button at the bottom of the screen.

Personal Information

Student information

Your Lynn ID number, your name and today's date should already be indicated below:

1.ID Number

2.Student Name

3.Today's Date

6/7/2019

Refund Information

In this section, please enter your bank account information. This must be a bank account that has your name on it that matches the student name above. (If your name does not match the bank account name, the bank will reject your refund.

Click here

 to view account and routing numbers sample.

Click on the "Next Page" link to review and submit.

4.Bank Routing Number

5.Bank account number

6.Account Type:

1234567891

987654321987654321

Checking

Submit Your Form

If everything above is as you would like it, please submit your form using this button.

Submit Form

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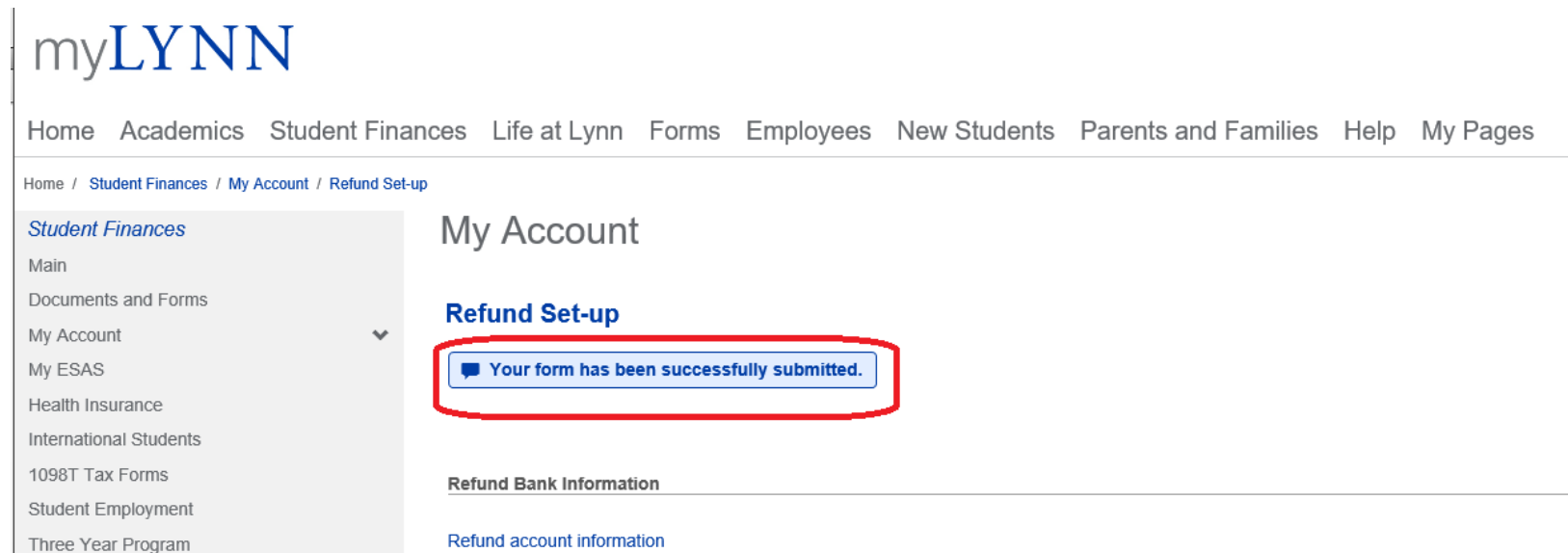
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**Submit Your Form**

If everything above is as you would like it, please submit your form using this button.

Submit Form

Step 10: The process is complete



The screenshot displays the myLYNN website interface. At the top, the myLYNN logo is on the left, and a navigation menu with links like Home, Academics, Student Finances, Life at Lynn, Forms, Employees, New Students, Parents and Families, Help, and My Pages is on the right. Below the navigation menu, a breadcrumb trail reads: Home / Student Finances / My Account / Refund Set-up. On the left side, there is a sidebar menu under the heading 'Student Finances' with options: Main, Documents and Forms, My Account (which is highlighted with a dropdown arrow), My ESAS, Health Insurance, International Students, 1098T Tax Forms, Student Employment, and Three Year Program. The main content area is titled 'My Account' and features a sub-heading 'Refund Set-up'. A blue message box with a speech bubble icon and the text 'Your form has been successfully submitted.' is highlighted with a red rectangular border. Below this, there is a section titled 'Refund Bank Information' with a sub-link 'Refund account information'.

myLYNN

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- Documents and Forms
- My Account ▼
- My ESAS
- Health Insurance
- International Students
- 1098T Tax Forms
- Student Employment
- Three Year Program

## My Account

### Refund Set-up

🗨 Your form has been successfully submitted.

#### Refund Bank Information

Refund account information