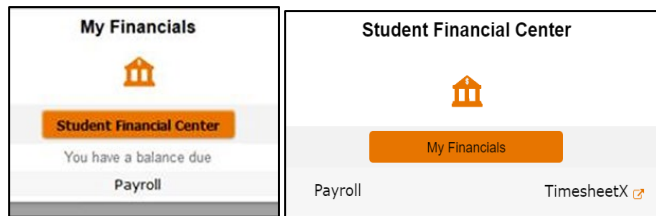


Student Self Service Information through TigerHub

- Sign up for direct deposit and/or make changes to your direct deposit information
- View and/or print pay statements
- View and/or print W-2 or 1042-S forms
- Consent to receive your W-2 form electronically
- Enter/Change your W-4 information (U.S. Citizens Only)

How to access Self Service

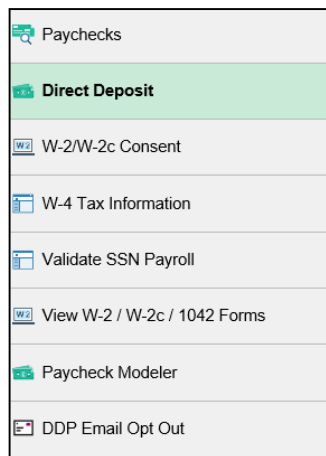
- Log on through TigerHub
 - <http://www.princeton.edu/tigerhub>
- Go to the “My Financials” tile, then select the “Payroll” link



Undergrad

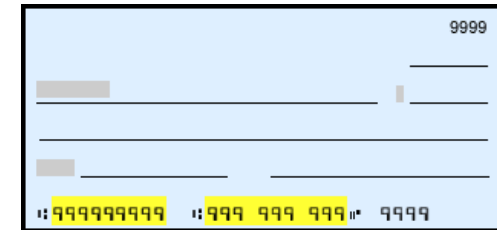
Grad

- Select “Direct Deposit” from the menu.



To enroll in direct deposit, you’ll need **3 pieces of information**:

- 1. Your bank routing number**
- 2. Your bank account number**
 - If you have paper checks for your bank account, the routing number and account number are printed at the bottom
 - If you don’t have paper checks for your bank account, you can:
 - a. Check your bank statement – paper or online
 - b. Search “routing” on your bank’s website; many banks will list their routing numbers. Please note that banks for the same company but in different locations may have different routing numbers.
 - c. Contact your bank’s customer service
 - d. If you use online banking and the bank keeps images of your checks, you may be able to see an image of your check with the routing and account numbers
- 3. Is your account a checking account or savings account?**



Routing number Account number

Please note that the number printed on your ATM card, bank debit card, or bank credit card is not the same as your bank account number. Do not use these numbers to enroll in direct deposit.