

DC College Savings Plan

Employee payroll direct deposit enrollment procedures

Employees who wish to participate in the Plan and fund their account(s) by payroll direct deposit can do so either by enrolling online or by submitting a paper Enrollment Form. For more information about the DC College Savings Plan (“The Plan”), call **1.800.987.4859** or visit **dc529.com** to obtain a Program Disclosure Booklet. Investment objectives, risks, charges, expenses, and other important information are included in the Program Disclosure Booklet. Read and consider it carefully before investing. Ascensus College Savings Recordkeeping Services, LLC (“ACSR”) is Program Manager of the DC College Savings Plan.

ONLINE ENROLLMENT:

Step 1

Follow the online enrollment instructions at **dc529.com** and select “From my paycheck” under the “Pick a funding method” section of the online enrollment process.

Step 2

Enter the amount you would like to contribute from your paycheck each pay period and print out the Payroll Direct Deposit Authorization Form during online enrollment. This form will be pre-filled with the account owner’s name, the total payroll direct deposit amount, your unique account number, and the routing (ABA) number for the Plan’s bank.

If you are funding more than one account by payroll direct deposit, the amount deducted per pay period should be the sum of all your payroll contributions.

Step 3

Submit the Payroll Direct Deposit Authorization Form to the appropriate Human Resources, Benefits, or Payroll department within your organization, or enter the appropriate information into your employer’s self-service HR portal (if available).

Step 4

The appropriate department within your organization will update the payroll direct deposit amount in the payroll system and begin the process of sending contributions to the Plan.

Note:

If you already participate in the DC College Savings Plan, you can start using payroll direct deposit by logging on at **dc529.com**, selecting Profile & Documents, and selecting Payroll Deduction. Then simply print the Payroll Direct Deposit Authorization Form, and submit it to your employer’s human resources or benefits department— or if you have access to an employee payroll portal, you can enter the information yourself.

PAPER-BASED ENROLLMENT:

Step 1

Download an enrollment kit at **dc529.com**, or call the Plan toll-free at **1.800.987.4859** to receive one by mail.

Step 2

Complete the Enrollment Form and select “Payroll Direct Deposit” as the method of funding the account in the “Contribution Method” section of the form.

Step 3

Mail the completed Enrollment Form to DC College Savings Plan, P.O. Box 55012, Boston, MA 02205-5012.

Step 4

Once the Enrollment Form is processed, you will be mailed a Payroll Direct Deposit Authorization Form. This form will be pre-filled with the account owner’s name, the total payroll direct deposit amount, your unique account number, and the routing (ABA) number for the Plan’s bank.

If you are funding more than one account by payroll direct deposit, the amount deducted per pay period should be the sum of all your payroll contributions.

Step 5

Submit the Payroll Direct Deposit Authorization Form to the appropriate Human Resources, Benefits, or Payroll department within your organization, or enter the appropriate information into your employer’s self-service HR portal (if available).

Step 6

The appropriate department within your organization will update the payroll direct deposit amount in the payroll system and begin the process of sending contributions to the Plan.



Payroll Direct Deposit Authorization Form

Step 1. (FOR EMPLOYEES): Complete this form and return to your employer

Please print this page, sign it, include your Social Security number and the date, and submit it to the HR, benefits, or payroll representative responsible for administering payroll direct deposit contributions to the Plan. Your employer will initiate or change your payroll direct deposit after they receive this form.

Employee Name: Sample Employee

Total amount to be deducted per pay period: \$0.00

Employee Signature

Employee SSN

Date

Step 2. (FOR EMPLOYERS): Establish Payroll Direct Deposit Instructions on Your Payroll System

When updating ACH direct deposit instructions for this employee, please make sure that you provide the following information with your transmittal:

- 1. ABA Number** 011001234 (Mellon Bank)
2. Account Number 551 + [9- digit account #]
3. Code Transmittal for Checking

Note: The account number is a 12-digit field. The first 3 digits identify the bank account of DC College Savings Plan. The last 9 digits are the first nine digits of the employee's DC College Savings Plan account number.

For Employers Transmitting Funds by Check

If you are submitting payroll direct deposit contributions by check, please mail the check to the appropriate address below, along with a corresponding list containing the name, account number, and contribution amount for each participating employee:

By U.S. mail:

DC College Savings Plan
 P.O. Box 55012
 Boston, MA 02205-5012

By registered, certified or overnight mail:

DC College Savings Plan
 95 Wells Ave, Suite 155
 Newton, MA 02459-3204

If you have any questions, please call Client Service at 1.800.987.4859 on business days, between 8 a.m. and 8 p.m., Eastern Standard Time (EST).

Before you invest, consider whether your or the beneficiary's home state offers any state tax or other benefits that are only available for investments in that state's qualified tuition program.

For more information about The DC College Savings Plan ("The Plan"), call 800.987.4859, or visit dcollegesavings.com to obtain a Program Disclosure Booklet, which includes investment objectives, risks, charges, expenses, and other important information; read and consider it carefully before investing.

The Plan is administered by the District of Columbia Office of the Chief Financial Officer, Office of Finance and Treasury. Ascensus College Savings Recordkeeping Services, LLC ("ACSR"), the Program Manager, and its affiliates, have overall responsibility for the day-to-day operations, including recordkeeping and administrative services. Ascensus Investment Advisors, LLC serves as the Investment Manager.

The Plan's Portfolios invest in: (i) exchange-traded funds, (ii) mutual funds and (iii) a funding agreement. Investments in The Plan are municipal securities that will vary with market conditions. Investments are not guaranteed or insured by the Government of the District of Columbia, the District of Columbia College Savings Program Trust, the District of Columbia Chief Financial Officer, the District of Columbia Treasurer, the Trustee for the District of Columbia College Savings Program Trust or any co-fiduciary or instrumentality thereof, the Federal Deposit Insurance Corporation or any instrumentality thereof.

INVESTMENTS ARE NOT FDIC INSURED, MAY LOSE VALUE AND ARE NOT BANK GUARANTEED.

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