

CollegeChoice Advisor 529 Savings Plan employer payroll deduction enrollment procedures

The following information will help your organization establish payroll deduction with the CollegeChoice Advisor 529 Savings Plan. If you have any technical questions about this process, call the Employer Hotline at 1.888.601.5100 Monday - Friday, 9 a.m. to 5 p.m. Eastern time, or call your financial advisor.

Payroll deduction basics

The following instructions apply to employees who choose to contribute through payroll deduction:

- Contributions are made with after-tax dollars
- The minimum contribution for each pay period is \$25 per account
- Contributions must be made by the CollegeChoice Advisor 529 account owner
- An employee must notify you (the employer) of any changes to their payroll deduction instructions

How to implement payroll deduction

Much like an employee paycheck is direct-deposited into their respective bank account, payroll deduction into a CollegeChoice Advisor 529 account is executed by ACH direct deposit on an after-tax basis.

Contributions are directed to the employee's CollegeChoice Advisor 529 account through the ACH network. **Minimal administrative support is required from your organization** and employees' contributions are generally processed quickly. If you have any questions, you can always call your Financial Advisor.

A few simple steps

Step 1: Establish

Work with your Financial Advisor to initiate the payroll deduction process.

Step 2: Educate and enroll

Promote this new benefit and encourage your employees to enroll in CollegeChoice Advisor 529.

Step 3: Execute

Update ACH instructions and begin payroll deduction.

Step 1: Establish CollegeChoice Advisor 529 as a benefit

Congratulations on helping your employees save for college! Once we collect your contact information, we can help you and your employees begin to save through payroll deduction.

Step 2: Educate and encourage your employees to enroll

A. Spread the word about this great new college savings benefit.

- Invite your Financial Advisor to:
 - Give an informational seminar about CollegeChoice Advisor 529
 - Attend your next benefits fair
- Request CollegeChoice Advisor 529 literature so you can:
 - Incorporate it into new hire packets
 - Put it on display wherever employees look for benefits information
- Send an email out to all employees announcing the new benefit

To set up a seminar or to obtain literature, contact your Financial Advisor.

B. Employees who want to take part in this voluntary benefit must establish a CollegeChoice Advisor 529 account and authorize payroll deduction contributions before they can begin. Contact your Financial Advisor for more information.

For more information on how employees can enroll, see **Employee payroll deduction enrollment procedures.**

Step 3: Execute the deduction process

The following steps will help you manage the ACH deduction process.

- As employees submit their Payroll Deduction Authorization Form, make sure that they contain the employee's Social Security number and their signature.
- Follow your existing procedures for setting up or changing bank deposits from employees' paychecks by entering the following information in your payroll system:
 - The total amount being contributed by the employee per pay period
 - The ABA routing number for Mellon Bank (CollegeChoice Advisor 529's bank): **011001234**
 - The three-digit prefix (**941**), followed by the first nine digits of the employee's CollegeChoice Advisor 529 account number
 - The ACH transmittal code: "checking" account

Payroll Deduction Confirmation Form

<p>CollegeChoiceAdvisor 529 SAVINGS PLAN</p> <p>Upromise Investments Service Center P.O. Box 55788 Boston, MA 02205-5788</p>		
<p>CollegeChoice Advisor 529 Savings Plan Payroll Deduction Form</p>		
<p>Step 1. Employee Instructions</p> <p>Please sign this page, include your Social Security number and the date, and submit it to your employer's payroll office. Your employer will initiate or change your payroll deduction after they receive this form.</p> <p>**If you are an employee of the state of Indiana, please mail this form to:</p> <p>CollegeChoice Advisor 529 Savings Plan Upromise Investments Service Center P.O. Box 55788 Boston, MA 02205</p> <p>Employee Name: Jane Smith-Test Total amount to be deducted per pay period: 100.00</p> <p>Employee Signature _____ Employee SSN _____ Date _____</p>		
<p>Step 2. Employer Instructions: Establish Payroll Deduction Instructions on Your Payroll System</p> <p>For Employers Transmitting Funds by ACH:</p> <p>Provide the following information with your transmittal. When completing an ACH electronic transfer, the transmittal must be coded for checking.</p> <p>ABA Number: 011001234 Account Number: 123456789-01</p> <p>Note: The account number is a 12-digit field. The first 3 digits identify the bank account of CollegeChoice Advisor 529 Savings Plan. The last 9 digits are the first nine digits of the employee's account number in CollegeChoice Advisor 529 Savings Plan.</p> <p>If you have any questions, please call toll free 1-866-485-9413. Representatives are available Monday through Friday from 8:00 a.m. and 8:00 p.m., ET.</p>		

If you have any questions about this payroll deduction process, call your Financial Advisor.

Processing tips and best practices

CollegeChoice Advisor 529 will process payroll deduction instructions received by the close of regular trading on all business days when the New York Stock Exchange is open for business. The closing unit value(s) will be used if the Plan receives instructions and account information is "in good order." Contributions received after the close of regular trading will be invested at the closing unit value(s) of the next business day.

A contribution is considered "in good order" if:

- ACH instructions contain CollegeChoice Advisor 529's correct Mellon Bank ABA routing number and the employee's correct account number with the 941 prefix. (Note: You can locate the routing number on an employee's Payroll Deduction Authorization Form.)
- An employee's CollegeChoice Advisor 529 account is established and payroll deduction allocations and instructions are set up for the account.

A contribution is considered "not in good order" if:

- ACH instructions contain an account number that is not recognized or is closed or frozen. In all such cases, the Plan's program manager, Ascensus College Savings, Inc., will reject the ACH deduction.

What if my organization cannot support ACH direct deposit?

Speak to your Financial Advisor to discuss alternative methods.

For more information about the CollegeChoice Advisor 529 Savings Plan ("CollegeChoice Advisor"), contact your financial advisor, call 1.866.485.9413, or go to <https://www.collegechoiceadvisor529.com/inatpl/literatureforms/getPDFForm.do?cmsPDF=programdescription.pdf> to obtain a Disclosure Statement, which includes investment objectives, risks, charges, expenses, and other important information; read and consider it carefully before investing. Ascensus Broker Dealer Services, Inc. ("ABD") is Distributor of CollegeChoice Advisor.

If you are not an Indiana taxpayer; before you invest, consider whether your or the beneficiary's home state offers any state tax or other state benefits such as financial aid, scholarship funds, and protection from creditors that are only available for investments in that state's qualified tuition program.

CollegeChoice Advisor is administered by the Indiana Education Savings Authority (Authority). ABD, the Program Manager, and its affiliates, have overall responsibility for the day-to-day operations, including investment advisory, recordkeeping and administrative services, and marketing. CollegeChoice Advisor's Portfolios invest in: (i) exchange-traded funds; (ii) mutual funds; or (iii) an FDIC-insured omnibus savings account held in trust by the Authority at Sallie Mae Bank. Except for the Savings Portfolio, investments in CollegeChoice Advisor are not insured by the FDIC. Units of the Portfolios are municipal securities and the value of the units will vary with market conditions. Investment returns will vary depending upon the performance of the Portfolios you choose. Except to the extent of FDIC insurance available for the Savings Portfolio, depending on market conditions, you could lose all or a portion of your money by investing in CollegeChoice Advisor. Account Owners assume all investment risks as well as responsibility for any federal and state tax consequences.

Not FDIC-Insured (except for the Savings Portfolio). No Bank, State or Federal Guarantee. May Lose Value.

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