

# CollegeChoice 529 Direct Savings Plan

## Employee payroll deduction enrollment procedures

Employees who wish to participate in the Plan and fund their account(s) by payroll deduction can do so either by enrolling online or by submitting a paper Enrollment Form. For more information about the CollegeChoice 529 Direct Savings Plan ("Plan"), call **1.866.485.9383** or visit **indianas529.com** to obtain a Disclosure Statement. Investment objectives, risks, charges, expenses, and other important information are included in the Disclosure Statement. Read and consider it carefully before investing. Upromise Investments, Inc. is the Plan's distributor and underwriter.

### ONLINE ENROLLMENT:

#### Step 1

Follow the online enrollment instructions at **indianas529.com** and select "Payroll Deduction" under the "Funding Your Account" section of the online enrollment process.

#### Step 2

Enter the payroll deduction information and print out the Payroll Deduction Authorization Form during online enrollment. This form will be pre-filled with the account owner's name, the total payroll deduction 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 deduction, the amount deducted per pay period should be the sum of all your payroll contributions.

#### Step 3

Submit the Payroll Deduction Authorization Form to the appropriate Human Resources, Benefits, or Payroll department.

#### Step 4

The appropriate department will update the payroll deduction amount in the payroll system and begin the process of sending contributions to the Plan.

### PAPER-BASED ENROLLMENT:

#### Step 1

Download an enrollment kit at **indianas529.com**, or call the Plan toll-free at **1.866.485.9383** to receive one by mail.

#### Step 2

Complete the Enrollment Form and select "Payroll Deduction" as the method of funding the account in the "Initial Contribution Method" section of the form.

#### Step 3

Mail the completed Enrollment Form to CollegeChoice 529 Direct Savings Plan, P.O. Box 55767, Boston, MA 02205.

#### Step 4

Once the Enrollment Form is processed, you will be mailed a Payroll Deduction Authorization Form. This form will be pre-filled with the account owner's name, the total payroll deduction 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 deduction, the amount deducted per pay period should be the sum of all your payroll contributions.

#### Step 5

Submit the Payroll Deduction Authorization Form to the appropriate Human Resources, Benefits, or Payroll department.

#### Step 6

The appropriate department will update the payroll deduction amount in the payroll system and begin the process of sending contributions to the Plan.

# Payroll Deduction 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 deduction contributions to the Plan. Your employer will initiate or change your payroll deduction 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 Deduction 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                | 940 + [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 CollegeChoice 529. The last 9 digits are the first nine digits of the employee's CollegeChoice 529 account number.

### For Employers Transmitting Funds by Check

If you are submitting payroll deduction 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:

CollegeChoice 529 Direct Savings Plan  
P.O. Box 55767  
Boston, MA 02205

#### By registered, certified or overnight mail:

CollegeChoice 529 Direct Savings Plan  
95 Wells Avenue, Suite 155  
Newton, MA 02459

If you have any questions, please call Client Service at 1.866.485.9415 on business days, between 8 a.m. and 8 p.m., Eastern Standard Time (EST).

## More ways to save: Ugift® and Upromise®

Ugift lets you invite family and friends to celebrate milestones with a gift contribution to your CollegeChoice 529 account. For information, log on to your account and click on the Ugift link.

Upromise is a free service designed to help families save more for college. You can earn college savings on eligible everyday purchases when you shop online, dine out, and much more. The extra money from your Upromise account can add up over time when it's automatically transferred to your CollegeChoice 529 account on a periodic basis. To learn more, visit [indianas529.com](http://indianas529.com) and click on the Upromise logo.

CollegeChoice 529 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 529's Portfolios invest in: (i) mutual funds; or (ii) an FDIC-insured omnibus savings account held in trust by the Authority at Sallie Mae Bank. Except for the Savings Portfolio, investments in CollegeChoice 529 are not insured by the FDIC. Units of the Portfolios are municipal securities and the value of 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 529. Account Owners assume all investment risks as well as responsibility for any federal and state tax consequences.

Upromise is an optional service offered by Upromise, Inc., is separate from the CollegeChoice 529 Direct Savings Plan, and is not affiliated with the State of Indiana. Terms and conditions apply to the Upromise service. Participating companies, contribution levels, and terms and conditions are subject to change at any time without notice. Transfers from Upromise to a CollegeChoice 529 Direct Savings account are subject to a \$25 minimum.

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

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