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## Payroll Direct Deposit Procedures for Employers

The following information will help you establish payroll direct deposit with MOST—Missouri's 529 Savings Plan. If you have any questions, call 800-868-3585 Monday through Friday from 7 a.m. to 8 p.m., Central time.

### Payroll direct deposit basics

These rules apply to employees who choose to contribute through payroll direct deposit:

- Contributions made through payroll direct deposit are after-tax.
- The minimum contribution for each pay period is \$1 per account.
- Contributions must be made by the MOST 529 Plan account owner.
- An employee must notify both the MOST 529 Plan and you—the employer—of any changes to his or her payroll direct deposit instructions.

### How to establish payroll direct deposit

Our preferred method of deposit is Automated Clearing House (ACH) direct deposit. It's similar to facilitating the electronic direct deposit of a paycheck into an employee's bank account on a regular basis, except that contributions are directed to the employee's MOST 529 Plan account through the ACH network. Little administrative support is required from employers, and employees' contributions are generally invested sooner.

You and your employees simply need to complete the following steps:

#### Step 1: Enroll your employees in the MOST 529 Plan.

Employees who want to take part in this voluntary benefit must establish a MOST 529 Plan account and authorize payroll direct deposit contributions before they can begin.

#### Enroll online

- Employees should read the **MOST 529 Plan Program Description**. Before establishing an account, your employees should review this document, which contains important information, including certain risks associated with, and the terms under which they agree to participate in, the MOST 529 Plan. The document is available at [most529.com](http://most529.com).
- Employees can enroll in the plan online. Enrolling online is fast and secure at [most529.com](http://most529.com). Your employees should select “**Payroll direct deposit**” as the method of funding their accounts. In as little as ten minutes, your employees will be on their way to saving for education expenses.

**Note:** Employees who already participate in the MOST 529 Plan can log on to their accounts at [most529.com](http://most529.com) and follow the instructions for initiating payroll direct deposit.

#### Enroll by mail

Your employees can also set up their MOST 529 accounts for payroll direct deposit by mail by reading the **MOST 529 Plan Program Description**, completing the **Enrollment Application** (for new accounts), and selecting “**Payroll direct deposit**” as the method of funding their accounts. Employees with existing accounts should complete the **Payroll Direct Deposit Form**, which can be downloaded from the **Forms** section at [most529.com](http://most529.com) or requested by phone by calling **800-868-3585**. Once your employees receive the **Payroll Direct Deposit Form** in the mail, they need to sign it and submit it to your designated department.

## Step 2: Start payroll direct deposit.

The following steps will help you manage ACH direct deposit.

1. Confirm that each employee's **Payroll Direct Deposit Form** contains the employee's MOST 529 Plan account number and the employee's signature.
2. 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 Bank of New York Mellon (the MOST 529 Plan's bank): 011001234.
  - The three-digit prefix "537" followed by the first nine digits of the employee's MOST 529 Plan account number.
  - The ACH transmittal coded as "checking" account.

If you have any questions about this payroll direct deposit process, call **800-868-3585** Monday through Friday from 7 a.m. to 8 p.m., Central time.

## Processing tips and best practices

The MOST 529 Plan will process payroll direct deposit 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 "in good order." If the plan receives contributions after the close of regular trading, they'll be invested at the closing unit value(s) of the next business day.

### *A contribution is considered "in good order" if:*

- ACH instructions contain the MOST 529 Plan's correct Bank of New York Mellon ABA routing number and the employee's correct account number with the 537 prefix. (Note: You can locate the routing number on an employee's **Payroll Direct Deposit Form**.)
- An employee's MOST 529 Plan account is established and payroll direct deposit allocations and instructions are set up for the account.

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

The ACH instructions contain an account number that isn't recognized or is closed or frozen. (In all such cases, the plan's program manager, Ascensus College Savings Recordkeeping Services, LLC (ACSR), will reject the ACH direct deposit.)

### *What happens if there's an employer error?*

If the employer provides incorrect instructions, any loss will be the responsibility of the employer. ACSR won't process future contributions until the instructions are corrected.

### *What if the employer can't support ACH direct deposit?*

Speak to your relationship manager to discuss alternative methods.