

# Payroll Contribution Guide

## New to my529?

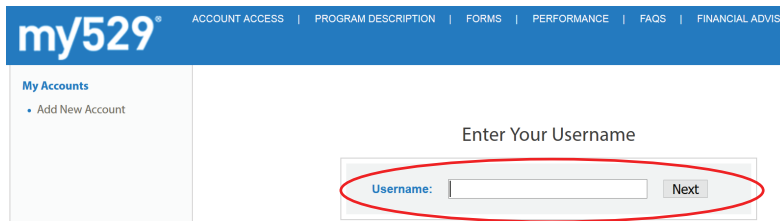
You can make a contribution to your my529 account\* with every paycheck. It is an easy way to keep the contributions flowing.

Set up direct deposit to make automatic, after-tax contributions to your my529 account each pay period.

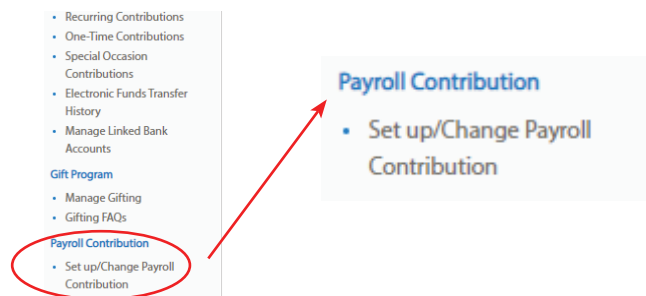
## Here's how

First, ensure your employer has the ability to offer payroll direct deposit/s. Then follow the steps below.

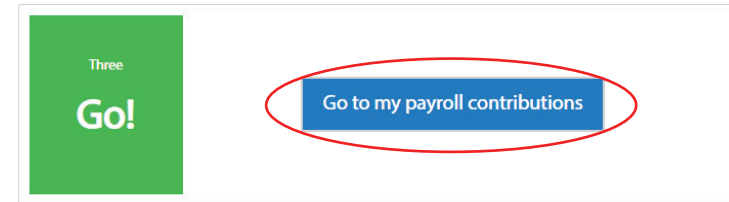
- 1 Click on account login at my529.org and enter your account username.



- 2 On the side menu, below Payroll Contribution, click "Set up/Change Payroll Contribution."



- 3 Click the "Go to my payroll contributions" button.



- 4 Fill in the following information:
  - A. The total contribution amount each pay period
  - B. Your employer's name
  - C. The dollar amount or percentage of your contribution to go to each my529 account

my529 Account Number	Beneficiary First Name	Dollar Amount	Percentage
*****455	Audra	\$0.00	0.00 %
*****213	Audra	\$0.00	0.00 %
*****620	Dwight	\$0.00	0.00 %
*****623	Arthur	\$0.00	0.00 %
*****410	Telly	\$0.00	0.00 %
*****871	Telly	\$0.00	0.00 %
* Required Field		(Total must equal "Total Contribution Amount Each Pay Period" above)	Total \$0.00 0.00 %

\*For third party contributions and UGMA/UTMA accounts, see page 2.

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Read the agreement and then click "I agree."

- **Non-account Owner Contributors:** As a reminder, when you authorize payroll contribution, you agree to the following: Only the my529 account owner may receive Utah income tax benefits for money contributed to a my529 account. If you are not the my529 account owner of the account to which you are contributing, you will not receive the Utah income tax benefit and you will not have any control over the money contributed to the my529 account.



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After you enter your information, you will receive a my529 routing number and bank account number (A).

**Submit this information to your company's human resources department, or add it to your HR portal, to activate your contribution.**

Your human resources department will need to add this information as a new after-tax direct deposit in the employer's payroll system. Please contact them for guidance, if necessary.

Make sure the payroll bank account type is listed as "checking" within the HR system (B).

## Payroll Contribution

Employee Name	Angelica Burgess
Amount	\$20.00
Employer	ABC Company
Payroll Routing Number	124302150
Payroll Bank Account Number	529111107934
Payroll Bank Account Type	Checking

← A

← B

**Important:** The bank account information provided above is strictly to fund the my529 account(s) owned by the above-named person through the means of payroll contribution. Any other use of this information is prohibited. The user of this information is liable for losses incurred by its fraudulent use or dissemination.

## If you want to make changes to your payroll contribution

To make changes, click "Go to my payroll contribution," and you will see your last saved payroll selections.

Changes to your payroll contribution amount or cancellation of your contribution will not take place until you contact your employer with the new information.

## Setting up payroll contribution by mail or fax

Alternatively, you can set up payroll contribution by submitting Form 205 to my529 by fax or by mail. You can download Form 205 (Payroll Contribution) at my529.org, or you can call 800.418.2551 to request a copy. See below for fax and address details. You will still need to provide the bank account and routing numbers to your employer.

## Third party contributions (family, friends, etc.)

For questions regarding third party contributions, please contact my529 for guidance.

## UGMA/UTMA accounts

my529 UGMA/UTMA accounts cannot be funded through payroll contribution.

## Important Legal Notice

*Investing is an important decision. Read the Program Description in its entirety for more information and consider all investment objectives, risks, charges, and expenses before investing. For a copy of the Program Description, call 800.418.2551 or visit my529.org. Investments in my529 are not insured or guaranteed by my529, the Utah State Board of Regents, the Utah Higher Education Assistance Authority or any other state or federal agency. Your investment could lose value. However, Federal Deposit Insurance Corporation (FDIC) insurance is provided for the FDIC-insured accounts. Please read the Program Description to learn about the FDIC-insured accounts. The state in which you or your beneficiary pay taxes or live may offer a 529 plan that provides state tax or other benefits, such as financial aid, scholarship funds, and protection from creditors, not otherwise available to you by investing in my529. You should consider such benefits, if any, before investing in my529. my529 does not provide legal, financial, investment, or tax advice, and the information provided in this document does not contain legal, financial, investment, or tax advice and cannot be construed as such or relied upon for those purposes. You should consult your own tax or legal advisor to determine the effect of federal and state tax laws on your particular situation.*