

Payroll Contribution Guide

my529[®]

800.418.2551 | my529.org

New to my529?

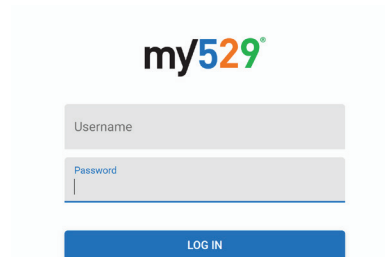
You can make a contribution to your my529 account* with every paycheck. It is an easy way to keep the contributions flowing.

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

Here's how

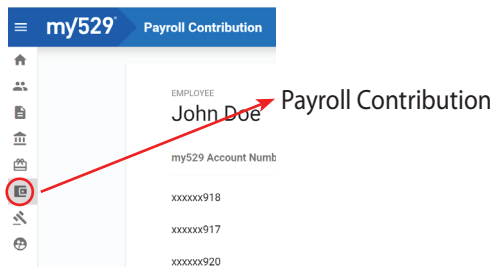
First, ensure your employer has the ability to offer payroll direct deposits. Then follow the steps below.

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



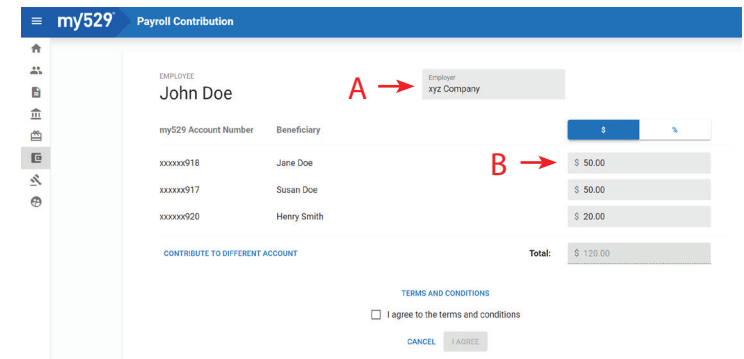
The image shows the my529 login page. It features the my529 logo at the top, followed by two input fields: "Username" and "Password". Below these fields is a blue "LOG IN" button.

- 2 On the side menu, click the "Payroll Contribution" icon.



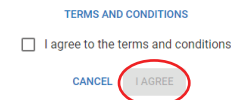
The image shows the my529 "Payroll Contribution" page. On the left is a vertical side menu with several icons. The "Payroll Contribution" icon is circled in red, and a red arrow points from it to the main content area. The main content area displays the employee's name "John Doe" and a list of my529 account numbers: "xxxxxx918", "xxxxxx917", and "xxxxxx920".

- 3 Fill in the following information:
 - A. Your employer's name.
 - B. The contribution amount or percentage for each account.



The image shows the my529 "Payroll Contribution" form. At the top, it says "my529 Payroll Contribution". Below that, it displays the employee's name "John Doe" and the employer's name "xyz Company". There are two input fields for the employer's name, labeled "A" with a red arrow. Below that, there is a table with columns for "my529 Account Number", "Beneficiary", and a contribution amount field. The table contains three rows of data, labeled "B" with a red arrow. The total contribution amount is shown as "\$ 120.00". At the bottom, there is a "TERMS AND CONDITIONS" section with a checkbox for "I agree to the terms and conditions" and "CANCEL" and "I AGREE" buttons.

- 4 Read the agreement and then click "I agree."



The image shows the "TERMS AND CONDITIONS" section of the my529 "Payroll Contribution" form. It includes a checkbox for "I agree to the terms and conditions" and "CANCEL" and "I AGREE" buttons. The "I AGREE" button is circled in red.

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

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

Submit this information to your company's payroll contact to activate your contribution.

Your payroll contact 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 payroll system.

The screenshot shows the my529 Payroll Contribution form. The form is divided into two columns: EMPLOYEE and EMPLOYER. The EMPLOYEE column contains: John Doe, PAYROLL BANK ACCOUNT NUMBER 529111108667, and PAYROLL ROUTING NUMBER 124302150. The EMPLOYER column contains: xyz Company, PAYROLL BANK ACCOUNT TYPE Checking, and AMOUNT \$120.00. A red box highlights the account number and routing number. Below the form, there is an important notice and buttons for PRINT, FINISH, and LEARN MORE.

EMPLOYEE	EMPLOYER
John Doe	xyz Company
PAYROLL BANK ACCOUNT NUMBER 529111108667	PAYROLL BANK ACCOUNT TYPE Checking
PAYROLL ROUTING NUMBER 124302150	AMOUNT \$120.00

Important: The bank account information provided above is strictly to fund the above-named employee's my529 account(s) 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.

PRINT FINISH

LEARN MORE

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. 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 Board of Higher Education, 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.