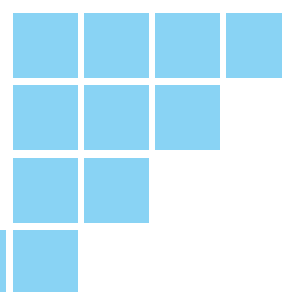




EMPLOYER PROGRAM



Steps to Contribute to **YOUR EMPLOYEES'** CollegeInvest *Accounts*



1. Enroll your company at employers.collegeinvest.org.

You will need basic information, such as company address, contact info and SSN/TIN. You will also need to select the month that your company's fiscal year ends.

2. Enter your employee(s) into the system via *Employees; Add Employee*.

We require only their name and CollegeInvest account number, which they need to provide to you.

3. Submit a contribution.

Use ***Contributions; Make Contribution*** to see your list of entered employees. Find the appropriate employee(s) and enter the contribution amount. You will also choose how you want to fund the contribution: Check, Electronic Payment (ACH/EFT) or Wire.

4. Fund your contribution.

Importantly, your contribution MUST BE SENT TO COLLEGEINVEST IN DENVER. Do NOT send funds directly to any of our investment partners as the Department of Revenue cannot verify funds that are not received directly by CollegeInvest, and this could forfeit your corporate tax credit. Funding instructions will be emailed to you upon submission of your contribution.

QUESTIONS?

CALL: 303-376-8804 EMAIL: employerprogram@collegeinvest.org

See back for FAQs

FAQs

If I contribute to one employee's account, do I have to contribute to all my employees' accounts?

No. This program is not subject to the nondiscrimination rule or the Employee Retirement Income Security Act of 1974 (ERISA).

As a small business owner, can I contribute to my own account through my business?

Yes, there are no restrictions on the type (S-Corp, LLC, etc.) or size of employer. Whether the new business tax credit or the traditional, personal dollar-for-dollar deduction is more advantageous to you will depend on your particular business operations. We encourage you to consult with a tax professional for advice.

For payroll purposes, is this counted as wages to the employee?

Yes, and it is subject to taxes and withholdings, just as their salary is.

What if an employee has more than one CollegeInvest account?

There is no limit on the number of accounts an employee can have. You'll enter each account separately, as if you are entering each one as a new employee. You can also split your contribution among more than one account.

What if my employee is not the account owner?

The law specifies that in order for a business to receive the tax credit, the contribution must be made to an employee's account. If, for instance, your employee's spouse is the account owner, this will not meet the standard of the tax law. So, have your employee open a new account in their name at www.collegeinvest.org.

How much can I contribute?

There is no limit to what you can contribute, however, the tax credit will max out at \$2,500 per employee, per year. (There is a 20% tax credit, with a maximum of \$500 tax credit per employee, per year. This equates to the \$2,500 contribution.)

How frequently can I contribute? Can I set up reoccurring contributions?

You can contribute as often, and whenever, you want. As of now, you don't have the ability to set up reoccurring contributions, but we are looking into making this enhancement.

How do I pull a year-end report for taxes?

From the Reports menu, you can access a report that will indicate all contributions made that year, detailed by employee. If your fiscal year-end does not coincide with the calendar year, you can create your own customized report in Contributions Management with your specific fiscal dates.

How long will it take until an employee receives my contribution into their account? And how long until the funds are vested?

Deposits will show up approximately two weeks from the date we receive your funds. They are fully vested immediately.

How do I know if I already entered an employee into the system?

Employees; Employee Management will allow you to search employees by name or account number.

Is there an enrollment period to sign up?

No, you can enroll and start contributing any time at employers.collegeinvest.org.

What is the best way to implement this new program?

You can completely customize your participation. Some employers are doing a 529 Match, others are contributing when an employee has a new baby or a work anniversary. There are many creative ways to contribute.

What support do you offer?

We have a team here to walk you through this process and answer all your questions. We also offer free lunch & learns to educate your staff about this great new benefit and free starter accounts to help them get a jump on saving. Contact us to schedule a lunch & learn.