



CollegeInvest Payroll Direct Deposit

Employee Instructions

Making contributions directly from your paycheck is an easy and smart way to grow your 529 savings account. In fact, research shows families who contribute through direct deposit save 75% more than those who don't. It takes just a few minutes to set up, and you'll be so happy you did!

DIRECT DEPOSIT QUICK FACTS

- There is a minimum contribution of \$15/paycheck.
- There is no maximum contribution limit, and you can make additional contributions outside of this schedule.
- You can change the amount or pause contributions anytime you want.
- The number of different accounts you can contribute to may vary depending on your internal payroll system and the particular CollegeInvest plan you are in.

Setting up Direct Deposit varies slightly by plan. Locate your plan below to get started.

DIRECT PORTFOLIO



- Log on to your account: collegeinvest.org >Login >Direct Portfolio >Profile & Documents >Payroll Direct Deposit or [click here](#).
- Enter contribution amount.
- Print form, complete, sign and submit to HR/payroll representative.

If you are entering this information into your Benefits portal yourself, you'll need these details, all of which can also be located on the form referenced above:

ABA number: 011001234
Account number prefix: 534 (enter 534 in front of your account number)
Bank Name: BNY Mellon Bank
Code Transmittal: Checking

The account number is a 12-digit field. The first 3 digits identify the bank account for CollegeInvest Direct Portfolio (534). The last 9 digits are the first nine digits of your Direct Portfolio account number.

You may divide your contribution among more than one account/beneficiary. For instance, a \$100 direct deposit can be divided into two \$50 contributions for two accounts. The online process will provide instructions to do this.

See reverse for additional plans.

Need help or have questions? Contact the CollegeInvest Employer Program Team:

PHONE: 303-376-8804 | **EMAIL:** employerprogram@collegeinvest.org

For general account questions: 800-448-2424

STABLE VALUE PLUS



- Log on to your account: collegeinvest.org >Login >Stable Value Plus >Contributions >Payroll Direct Deposit or [click here](#).
- Print form, complete, sign and submit to HR/payroll representative.

If you are entering this information into your Benefits portal yourself, you'll need these details, all of which can also be located on the form referenced above:

ABA number: 011302920

Account number prefix: 52500 (enter 52500 in front of your account number)

Bank Name: BNY Mellon

The account number is a 13-digit field. The first 5 digits identify the bank account for CollegeInvest Stable Value Plus (52500). The last 8 digits are your Stable Value Plus account number.

If you wish to have your payroll direct deposit contribution divided among more than one account/beneficiary, you must complete a separate form for each account.

SMART CHOICE



The Smart Choice form can be found [here](#). You will need the following information:

ABA number: 107005047

Smart Choice 529 Account Number (log on to your account at collegeinvest.org to locate this)

Bank Name: First Bank

Contribution Amount

SCHOLARS CHOICE



Log on to your account at scholars-choice.com to complete and submit the Payroll Direct Deposit Form. Once your request is approved, you will receive a Confirmation email to sign and submit to your HR/payroll representative. If you are entering this information into your Benefits portal yourself, you'll use the information on the Confirmation email to complete the set-up.

ABA number: 011001234

Account number prefix: 569 (enter 569 in front of your account number)

Bank Name: BNY Mellon Bank

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