



CollegeInvest Payroll Direct Deposit

Employee Instructions

Direct Deposit Quick Facts

- Families who contribute through direct deposit save 75% more than those who don't.
- 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

- Enter contribution amount
- Print form, complete, sign and submit to HR/payroll representative

If you are entering this into your Benefits portal yourself, you'll need these details, 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 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. For instance, a \$100 direct deposit can be divided into two \$50 contributions for two accounts. The online process provides instructions.

SMART CHOICE



Your HR department/payroll system will need the following information:

ABA number: 107005047

Smart Choice 529 Account Number (Log on to your account to locate this)

Bank Name: First Bank

Contribution Amount

STABLE VALUE PLUS



• Log on to your account: collegeinvest.org >Login >Stable Value Plus >Contributions >Payroll Direct Deposit

- Print form, complete, sign and submit to HR/payroll representative

If you are entering this into your Benefits portal yourself, you'll need these details, 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 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.

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