

CollegeBound Saver

Employee payroll direct deposit enrollment procedures

Employees who wish to participate in CollegeBound Saver and fund their account(s) by payroll direct deposit can do so either by enrolling online or by submitting a paper Enrollment Form. For more information about CollegeBound Saver ("Plan"), call **877-517-4829** or visit **ri529savings.com** to obtain a Program Description, which includes investment objectives, risks, charges, expenses, and other important information; read and consider it carefully before investing.

ONLINE ENROLLMENT:

Step 1

Follow the online enrollment instructions at **ri529savings.com** and select "From my paycheck" under the "Pick a funding method" section of the online enrollment process.

Step 2

Enter the amount you would like to contribute from your paycheck each pay period and print out the Payroll Direct Deposit Form during online enrollment. This form will be pre-filled with the account owner's name, the total payroll direct deposit amount, your unique account number, and the routing (ABA) number for the Plan's bank.

If you are funding more than one account by payroll direct deposit, the amount deducted per pay period should be the sum of all your payroll contributions.

Step 3

Submit the Payroll Direct Deposit Form to the appropriate Human Resources, Benefits, or Payroll department within your organization, or enter the appropriate information into your employer's self-service HR portal (if available).

Step 4

The appropriate department within your organization will update the payroll direct deposit amount in the payroll system and begin the process of sending contributions to the Plan.

PAPER-BASED ENROLLMENT:

Step 1

Download an enrollment kit at **ri529savings.com**, or call the Plan toll-free at **877-517-4829** to receive one by mail.

Step 2

Complete the Enrollment Form and select "Payroll Direct Deposit" as the method of funding the account in the "Contribution Method" section of the form.

Step 3

Mail the completed Enrollment Form to CollegeBound Saver, P.O. Box 55986, Boston, MA 02205-9714

Step 4

Once the Enrollment Form is processed, you will be mailed a Payroll Direct Deposit Form. This form will be pre-filled with the account owner's name, the total payroll direct deposit amount, your unique account number, and the routing (ABA) number for the Plan's bank.

If you are funding more than one account by payroll direct deposit, the amount deducted per pay period should be the sum of all your payroll contributions.

Step 5

Submit the Payroll Direct Deposit Form to the appropriate Human Resources, Benefits, or Payroll department within your organization, or enter the appropriate information into your employer's self-service HR portal (if available).

Step 6

The appropriate department within your organization will update the payroll direct deposit amount in the payroll system and begin the process of sending contributions to the Plan.

Payroll Direct Deposit Authorization Form

Step 1. (FOR EMPLOYEES): Complete this form and return to your employer

Please print this page, sign it, include your Social Security number and the date, and submit it to the HR, benefits, or payroll representative responsible for administering payroll direct deposit contributions to the Plan. Your employer will initiate or change your payroll direct deposit after they receive this form.

Employee Name: Sample Employee

Total amount to be deducted per pay period: \$0.00

Employee SSN _____

Date _____

Employee Signature _____

Step 2. (FOR EMPLOYERS): Establish Payroll Direct Deposit Instructions on Your Payroll System

When updating ACH direct deposit instructions for this employee, please make sure that you provide the following information with your transmittal:

1. **ABA Number** 011001234 (Mellon Bank)
2. **Account Number** 547 + [9- digit account #]

For Employers Transmitting Funds by Check

If you are submitting payroll direct deposit contributions by check, please mail the check to the appropriate address below, along with a corresponding list containing the name, account number, and contribution amount for each participating employee:

By U.S. mail:

CollegeBound Saver
PO Box 55986
Boston, MA 02205-9714

By registered, certified or overnight mail:

CollegeBound Saver
95 Wells Avenue, Suite 155
Newton, MA 02459-3204

If you have any questions please call Client Service at 877-517-4829.

More ways to save: Ugift® and Upromise®

Ugift lets you invite family and friends to celebrate milestones with a gift contribution to your **CollegeBound Saver** account. For information, log on to your account and click on the Ugift link.

Upromise is a free service designed to help families save more for college. You can earn college savings on eligible everyday purchases when you shop online, dine out, and much more. The extra money from your Upromise account can add up over time when it's automatically transferred to your **CollegeBound Saver** account on a periodic basis. To learn more, visit ri529savings.com.

CollegeBound Saver is administered by the Office of the Rhode Island General Treasurer and the Rhode Island State Investment Commission. Ascensus College Savings Recordkeeping Services, LLC ("ACSR"), the Program Manager, and its affiliates, have overall responsibility for the day-to-day operations including recordkeeping and administrative services. Invesco Advisers, Inc. serves as the Investment Manager. Ascensus Broker Dealer Services, LLC ("ABD") markets CollegeBound Saver.

CollegeBound Saver's Portfolios invest in: (i) exchange-traded funds, (ii) mutual funds and (iii) separate accounts. Investments in CollegeBound Saver are municipal securities that will vary with market conditions. Investments are not guaranteed or insured by the State of Rhode Island, the Office of the General Treasurer of Rhode Island, or the Rhode Island State Investment Commission.

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