



Edvest

WISCONSIN'S COLLEGE
SAVINGS PLAN

PAYROLL DIRECT DEPOSIT GUIDE

SETTING UP PAYROLL DIRECT DEPOSIT

Step 1: Allocate your direct deposit amount on [Edvest.com](https://www.edvest.com)



New Accounts: Open an Edvest account at [Edvest.com](https://www.edvest.com). On the Funding Method page, select **Payroll Direct Deposit** and enter any dollar amount to be contributed each pay period. Upon completing the steps to open a new account, print or view the form with payroll direct deposit instructions.

Existing Accounts: If you have an existing Edvest account(s), then log into the account at [Edvest.com](https://www.edvest.com). Go to the **"Profile & Documents"** section on the home screen and select **"Payroll Direct Deposit"**, then **"Change payroll instructions"**. Enter the dollar amount per paycheck (and per beneficiary if you have more than one account to be contributed to your account(s) per paycheck). Select **"Next"**. View or print the payroll direct deposit instructions by selecting **"Get Form"**.

Step 2: Inform your employer how much you'd like sent to Edvest each pay period



Follow the payroll direct deposit instructions you printed or viewed in Step 1. Input the routing instructions into your employer's self-service portal. If your employer does not offer a self-service portal, provide the printed and completed form to your payroll office.

IMPORTANT TIP: If you are funding more than one Edvest account through payroll direct deposit, only add ONE payroll deduction in the TOTAL amount of all Edvest account contributions for each pay period. Example: You have two Edvest accounts that you indicated in Step 1 will each receive \$25 per paycheck. In your employer's self-service portal, or via your payroll direct deposit instructions form, list one deduction in the amount of \$50. Your first contribution may take up to 1-3 pay periods.

Direct deposit routing instructions (for your employer):

Account Type: Checking

ABA Number: 011001234

Account Number: 584+first 9 digits of Edvest account number

3 EASY STEPS TO OPEN AN EDVEST ACCOUNT:

- 1 Designate an account owner and a beneficiary (future student).
- 2 Choose the investment portfolio that works best for you and your beneficiary. Review the Edvest investment portfolios online and select one or more.
- 3 Select how you want to fund your Edvest account. For payroll contributions, follow steps 1 and 2. You may also contribute through a bank account, or by check.



Need help setting up your account? Scan this QR code:

WHAT IS THE EDVEST COLLEGE SAVINGS ACCOUNT?

The Edvest College Savings Plan (Edvest) is a **simple** way for families to save for higher education costs. You're probably familiar with 401k or 403b plans for retirement. The Edvest College Savings Plan is similar, but it's used to save for qualified education. With a low minimum contribution, low fees, and a state tax deduction for Wisconsin residents, Edvest makes saving more affordable.



FAST FACTS

- **Anyone**, not just a child's parents, may open or contribute to an Edvest account – even out-of-state family and friends.
- Wisconsin residents may be eligible for a **state tax deduction**. Limitations apply.¹
- Edvest funds may be used at universities, colleges, technical schools, apprenticeship programs registered and certified with the Secretary of Labor under the National Apprenticeship Act, graduate and professional schools, as well as many certificate programs.²
- Funds may be used at schools across the country and even some abroad.
- Up to \$10,000 annually per student, in aggregate from all 529 plans, can be **withdrawn free from federal and Wisconsin income tax** if used for tuition expenses at a public, private or religious elementary, middle, or high school. ²
- Use funds for tuition, books, room & board, computers, tablets, and other expenses.
- Contribute whenever you want, at whatever amount you want – **no minimum dollar amount** for payroll direct deposit.
- Build savings with **recurring contributions** from your bank account or payroll direct deposit.
- Opening an account just takes about 15 minutes at **Edvest.com**.

Need to send us a contribution, account application, or another form by U.S. Mail?

MAILING ADDRESS
Edvest College Savings Plan
PO Box 219437
Kansas City, MO 64121-9437



For questions about Edvest or establishing your payroll contributions, contact:

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¹ To learn more about Wisconsin's Edvest College Savings Plan, its investment objectives, tax benefits, risks and costs, please see the Plan Description at Edvest.com. Read it carefully. Investments in the Plan are neither insured nor guaranteed and there is the risk of investment loss. If the funds aren't used for qualified higher education expenses, a federal 10% penalty tax on earnings (as well as federal and state income taxes) may apply. Check with your home state to learn if it offers tax or other benefits such as financial aid, scholarship funds or protection from creditors for investing in its own 529 plan. Consult your legal or tax professional for tax advice for the Edvest College Savings Plan. TIAA-CREF Individual & Institutional Services, LLC, Member FINRA, distributor and underwriter for the Wisconsin College Savings Plan.

² Withdrawals for tuition expenses at a public, private or religious elementary, middle, or high school, registered apprenticeship programs, and student loans can be withdrawn free from federal and Wisconsin income tax. If you are not a Wisconsin taxpayer, these withdrawals may include recapture of tax deduction, state income tax as well as penalties. You should talk to a qualified professional about how tax provisions affect your circumstances.



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