

# 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, call 877-517-4829 or visit **collegeboundsaver.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 **collegeboundsaver.com** and select “Payroll Direct Deposit – Deductions from paycheck” under the “How would you like to fund the account?” section.

#### Step 2

Enter the amount you would like to contribute from your paycheck each pay period and print out the Payroll Direct Deposit Form.

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 Human Resources, Benefits, or Payroll department within your organization, or enter the information into your employer’s self-service HR portal (if available).

#### Step 4

Your employer will update the payroll direct deposit amount in the payroll system and begin the process of sending contributions to CollegeBound Saver.

#### Already have an account? Sign up for Payroll Direct Deposit

If you already participate in CollegeBound Saver, you can start using payroll direct deposit by logging on at **collegeboundsaver.com**, selecting **Profile & Documents**, and selecting **Payroll Direct Deposit**.

Then simply print the Payroll Direct Deposit Authorization Form, and submit it to the human resources or benefits department—or if you have access to an employee payroll portal, you can enter the information yourself. Your employer will update the payroll system with your payroll direct deposit information and begin sending your contributions to CollegeBound Saver.

# 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 #]  
**3. Code Transmittal for Checking**

**Note:** The account number is a 12-digit field. The first 3 digits identify the bank account of CollegeBound Saver. The last 9 digits are the first nine digits of the employee's CollegeBound Saver account number.

### For Employers Transmitting Funds by Check

If you are submitting payroll deduction 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 1-877-517-4829.

## More ways to save: Ugift®



Does it feel like saving for college is too much to do by yourself?

Good news — you don't have to. Ugift® is designed to give you a convenient way to invite friends and family to chip in with contributions to your CollegeBound Saver account. It's perfect for birthdays, holidays, or to celebrate a great report card. Ugift® makes it easy to give kids a gift they'll never outgrow — an education.

**Before you invest, consider whether your or the beneficiary's home state offers any state tax or other state benefits such as financial aid, scholarship funds, and protection from creditors that are only available for investments in that state's qualified tuition program.**

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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