

# Setting Up Payroll

## Direct Deposit

### 1. Allocate your direct deposit amount on ScholarShare529.com.

Log into your account at ScholarShare529.com. Go to the “Profile & Documents” section on the home screen and select “Payroll Direct Deposit,” then “Change Payroll Instructions.” Enter the contribution dollar amount per pay period and per beneficiary if you have multiple ScholarShare 529 accounts. Select “Next.” View or print the payroll direct deposit instructions by selecting “Get Form.”

### 2. Inform your employer how much you’d like sent to your ScholarShare 529 account(s) 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.

#### **DIRECT DEPOSIT ROUTING INSTRUCTIONS: (FOR YOUR EMPLOYER)**

- Account Type: Checking
- ABA Number: 011001234
- Account Number: 581 + first 9 digits of your ScholarShare 529 account number

#### **HAVE QUESTIONS?**

- Resources and online account access at [ScholarShare529.com](https://www.scholarshare529.com)
- Schedule an appointment with a ScholarShare 529 college savings enrollment specialist at [ScholarShare529.com/appointments](https://www.scholarshare529.com/appointments)
- Sales & Service center available at 1-800-544-5248

#### **IMPORTANT TIP:**

If you are funding more than one ScholarShare 529 account through payroll direct deposit, only add ONE payroll deduction in the TOTAL amount of all ScholarShare 529 account contributions for each pay period. Example: You have two ScholarShare 529 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.

#### **NEED HELP? SCAN HERE.**

