



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-\$25/paycheck, depending on which plan you choose.
- 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
- Click on Change Payroll Instructions and enter contribution amount
- Enter contribution amount, review and submit
- Print/Get 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 three digits identify the bank account for Direct Portfolio (534). The last nine 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 five digits identify the bank account for Stable Value Plus (52500). The last eight 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