



They grow up fast.
Plan now for
their tomorrow.

College Savings Iowa Enrollment and Payroll Direct Deposit Procedures for Employees

If you wish to open a College Savings Iowa account via a paper enrollment application, you can download the Enrollment Kit by clicking **Forms** at CollegeSavingsIowa.com. Ensure **Payroll Deduction** is selected as your contribution source. To establish payroll direct deposit online, follow these steps:

Step 1

First, be sure you've opened up your College Savings Iowa account at CollegeSavingsIowa.com, or by completing and mailing back a paper enrollment form.

- Log on to your account at CollegeSavingsIowa.com.
- Visit the Profile & Documents section on your home screen.
- Click "Payroll Deduction" on the left side.
- Click "Change payroll instruction" to start the process.

Step 2

Follow the prompts to select the amount to contribute from each paycheck and also how much to deposit for each beneficiary (if applicable). Once you submit this information, you must print out the generated payroll form.

This form will be pre-filled with your name, your unique account number, the total payroll deduction amount and the routing (ABA) number for the Plan's bank. If you are funding more than one account by payroll direct deposit, the amount per pay period should be the sum of ALL your payroll contributions to your College Savings Iowa accounts.

Step 3

- Submit the payroll form to your company's human resources, benefits or payroll department. If your employer uses a self-service portal, use the form to fill in the information on your own, just like you would to direct deposit your paycheck into a checking or savings account.
- Your employer will update the payroll direct deposit amount in the payroll system and will automatically send your contributions to College Savings Iowa.
- Be sure to inform your employer of any changes you wish to make to your direct deposit contributions.

College Savings Iowa is an Iowa trust sponsored by the Iowa State Treasurer's Office. The Treasurer of the State of Iowa is responsible for overseeing the administration of College Savings Iowa. The Vanguard Group, Inc., serves as Investment Manager. Ascensus College Savings Recordkeeping Services, LLC, provides records administration services. The Plan's portfolios, although they invest in Vanguard mutual fund, are not mutual funds.

College Savings Iowa and the College Savings Iowa logo are registered trademarks of the State of Iowa.

If you are not an Iowa taxpayer, consider before investing whether your or the designated beneficiary's home state offers any state tax or other benefits.

For more information about College Savings Iowa 529, call 888-672-9116 or visit CollegeSavingsIowa.com to obtain a Program Description. Investment objectives, risks, charges, expenses and other important information are included in the Program Description; read and consider it carefully before investing.