

College savings made easy.

Employer Payroll Guide

Thank you for choosing the ScholarShare 529 College Plan as your partner to help your employees prepare for the cost of higher education. Below are the steps your employees will need to follow to establish payroll direct deposit:

Step 1

- Open your ScholarShare 529 account at [ScholarShare529.com](https://www.ScholarShare529.com).

Step 2

- Follow the step-by-step instructions to complete the sections for account owner information, beneficiary information and investment options. On the "Funding Method" page, **select Payroll Direct Deposit and the amount you would like to contribute** to your account from your paycheck each pay period.

Step 3

- Once you submit this information, you must print out the **Payroll Direct Deposit Form**. This form will be pre-filled with your name, your unique account number, the total payroll direct deposit 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 ScholarShare 529 accounts.


Step 4

- If your **employer does not offer a self-service portal**, submit the Payroll Direct Deposit Form to your company's human resources, benefits or payroll department. If your **employer uses a self-service portal**, use the Payroll Direct Deposit 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 ScholarShare 529.
- If your employer does not offer a self-service portal, be sure to inform your employer of any changes you wish to make to your direct deposit contributions.
- Your first contribution may take up to 1-3 pay periods.

You're done! Once you have confirmed your contributions to your new ScholarShare 529 account, you can sit back and take advantage of tax-deferred growth. It's that easy.

Already have a ScholarShare 529 account?

- Log in to your account at [ScholarShare529.com](https://www.ScholarShare529.com).
- Select the "Profile & Documents" link on the "My Accounts" page.
- Select "Payroll Direct Deposit" on the left side.
- Select "Change Payroll Instruction" to start the process.
- Continue to Step 3 & 4.


ScholarShare 529
WORKPLACE SAVINGS
[ScholarShare529.com](https://www.ScholarShare529.com)
800-544-5248

To learn more about California's ScholarShare 529, its investment objectives, tax benefits, risks, and costs, please see the Plan Description at [ScholarShare529.com](https://www.ScholarShare529.com). Read it carefully. 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. 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. Non-qualified withdrawals may also be subject to an additional 2.5% California tax on earnings. TIAA-CREF Individual & Institutional Services, LLC, Member FINRA, distributor and underwriter for California's ScholarShare 529. 2426224