

Employer Authorization Form – Payroll Direct Deposit



Instructions

Please complete this form to permit your employees to contribute to their 529 accounts in The Education Plan. This form must be completed prior to accepting contributions from payroll for your employees.

Please print clearly in all CAPITAL LETTERS using black ink. Color in circles completely. For example: ● not ⊗ not ⊙

Once completed, please send or fax this form to The Education Plan® at the following address:

Regular Mail:

The Education Plan®
P.O. Box 173691
Denver, CO 80217

Fax: 1.303.768.6529

1 | Employer Information

_____ Company name		_____ Federal Tax ID number	
_____ Company address	_____ City	_____ State	_____ Zip
_____ Contact person		_____ Telephone number	
_____ Title		_____ Fax number	
_____ Email address		_____ Number of employees in company	

2 | Payroll Direct Deposit Information

- A. Approximate date company plans to begin payroll direct deposit (mm/yyyy): _____
- B. Frequency of deposits: Weekly Biweekly Monthly Quarterly Other
- C. Do you use a third-party vendor? No Yes, name of vendor: _____
- D. How do you intend to send in contributions?

Via check—You must send a spreadsheet of employee names, account numbers and dollar amounts.

You can either fax the spreadsheet to 1.303.768.6529, ATTN: Wire Desk, or mail the spreadsheet with the check to the address below.

Make check payable and mail to:
The Education Plan®
P.O. Box 173691 Denver, CO 80217

Via wire for ALL employees—Please send one consolidated contribution amount for ALL employees using the instructions below. You must send a spreadsheet of employee names, account numbers and dollar amounts.

Please fax the spreadsheet to 1.303.768.6529, ATTN: Wire Desk
UMB Bank
ABA # 101000695
Account # 9871691691
FFC to (Insert Company Name)

Via ACH for EACH employee by account number—Send an Individual ACH for EACH employee using these instructions:

UMB Bank
ABA # 101000695
Account # 1111532 _____



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