DEAR EMPLOYER,

Thank you for choosing the Path2College 529 Plan, Georgia’s official direct-sold 529 plan, as your partner to help your employees prepare for the cost of higher education. Families understand the lifetime benefits of a higher education. With the rising costs of tuition and other college expenses, helping your employees save for this future investment is a wonderful benefit to offer.

With minimum contributions as little as $15 per pay period, your employees will find payroll direct deposits to a Path2College 529 Plan account one of the most effortless ways to help them achieve their college savings goals.

Administering the benefit is free and easy – just follow the instructions in this guide. Plus, Path2College offers ongoing support at no charge during your annual benefits enrollment period or any other times throughout the year. A digital toolkit with everything you need to help educate your employees about saving for college, and to promote the payroll direct deposit benefit, is also available to our partners.

**With no set-up fees to establish payroll direct deposits to Path2College 529 Plan, it's always a great time to offer this benefit to your employees!**

We look forward to working with you to offer a benefit that employees can easily take part in today, and that will make a difference for their families in the years to come.

Sincerely,
The Path2College 529 Plan
OVERVIEW FOR EMPLOYERS

Congratulations! You’ve made a great decision to offer your employees the convenience of contributing to a Path2College 529 Plan account through payroll direct deposit. Here is what you need to know to get started.

STEP 1
Provide employees with the Path2College 529 Plan Payroll Direct Deposit Form: www.path2college529.com/documents/ga_payroll.pdf

STEP 2
Identify your payroll direct deposit method:
CENTRALIZED PAYROLL PROCESS or EMPLOYEE SELF-SERVICE

CENTRALIZED PAYROLL PROCESS
REQUIRES EMPLOYEES TO SUBMIT DIRECT DEPOSIT ELECTIONS TO THE EMPLOYER FOR PROCESSING.

To establish automatic payroll direct deposit to Path2College for any employee, confirm the employee has submitted the original Path2College 529 Plan Payroll Direct Deposit form to Plan. It may take up to 10 days upon receipt of this form by Path2College before a payroll contribution can be accepted.

Then use the following instructions to send payroll direct deposits via ACH (Automated Clearing House).

- Code the account type (i.e. deposit) as “checking”
- Transmit the funds to:  
  - State Street Bank & Trust Company 
  - ABA Number: 011000028 
  - 17 Digit Account Number: 99055634 + Employee’s SSN/TIN

EMPLOYEE SELF-SERVICE
EMPLOYEE MUST COMPLETE DIRECT DEPOSIT ELECTION PROCESS.

No action is required of the Employer to establish payroll direct deposits to Path2College as long as the self-service portal accepts the ACH transfer instructions below. The employee is not required to submit a copy of the Path2College 529 Plan Payroll Direct Deposit Form to the employer (unless requested by the employer). However, the employee must submit the original Path2College 529 Plan Payroll Direct Deposit Form to the Plan’s address.

FOR THE EMPLOYEE
ONCE THE PATH2COLLEGE 529 PLAN PAYROLL DIRECT DEPOSIT FORM HAS BEEN RECEIVED AND ACCEPTED BY PATH2COLLEGE AND THE EMPLOYEE HAS OPENED A PATH2COLLEGE 529 PLAN ACCOUNT, THEY WILL INSERT THE FOLLOWING INFORMATION UNDER THEIR DIRECT DEPOSIT ELECTION:

- Code the account as “checking”
- Routing number for State Street Bank: 011000028
- Account number: Path2College ID 99055634 + 9-digit employee SSN or TIN
USEFUL TIPS

- The Path2College 529 Plan accepts payroll contributions by Automated Clearing House (ACH) funds only. If the employer cannot support ACH funds transfers, the employee should consider making contributions from a personal checking or savings account by using the Automatic Contribution Plan (ACP) offered by Path2College. For additional information about ACP, visit www.path2college529.com/manage.
- Employees must open a Path2College 529 Plan account prior to the initiation of payroll direct deposit.
- Employees may add payroll direct deposit to an existing Path2College account.
- The employee must be the account owner or custodian of the Path2College account that will be receiving the payroll direct deposits.
- It may take up to 10 days from receipt of the Path2College 529 Plan Payroll Direct Deposit Form by Path2College before the initial ACH transfer may be accepted. The employee may wish to contact Path2College at 877-424-4377 to confirm the form has been accepted prior to the initial transfer.
- The first payroll contribution usually takes 1–3 pay periods and depends upon the company’s payroll method (self-service or centralized), as well as when in the payroll cycle the employee’s forms were submitted and processed.
- An ACH contribution will be rejected if the ABA number or the Path2College ID number is incorrect, if the account is not coded as “checking,” if the employee’s Social Security Number or Taxpayer Identification Number is missing, incorrect or incomplete, or if the employee’s Path2College account is not yet opened, or the Path2College Payroll Direct Deposit Form has not yet been received in good order.
- All rejections are automatically returned to the employer via ACH.
- ACH rejections will continue to occur until the problem is appropriately resolved.
- The minimum contribution to a Path2College 529 Plan account is $15 per pay period per investment option for each beneficiary.
- Find digital materials and promotional tools at path2college529.com/benefit.

QUESTIONS?

Learn more about the Path2College 529 Plan at path2college529.com
Access FAQs, explore investment options, use college savings tools, and more!
Path2College college savings specialists are available Monday–Friday 8am–8pm ET at 1-877-424-4377

The Path2College 529 Plan is offered by the State of Georgia. TIAA-CREF Individual & Institutional Services, LLC, Member FINRA, distributor and underwriter. 925263