

# Employer Authorization Form – Payroll Deduction



## Instructions

Please complete this form to establish an employer-sponsored 529 plan for your employees through payroll deduction. This form must be completed prior to accepting contributions from any of 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 Deduction Information

- A. Approximate date company plans to begin payroll deduction (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 \_\_\_\_\_



**The Education Plan® is operated as a qualified tuition program offered by The Education Trust Board of New Mexico and is available to all U.S. residents. OFI Private Investments Inc., a subsidiary of OppenheimerFunds, Inc., is the program manager for The Education Plan® and OppenheimerFunds Distributor, Inc. is the distributor of The Education Plan®.**

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