

PAYROLL DEDUCTION FOR MESP ACCOUNTS

The Michigan Education Savings Program (MESP) is Michigan's Section 529 College Savings Plan, administered by the Michigan Department of Treasury and managed by TIAA-CREF Tuition Financing, Inc.

- Contributions are made after-tax. The minimum per paycheck is \$15 per pay, per beneficiary, per investment option.
- An employee does not have to be a Michigan resident to open an account. However, Michigan taxpayers may be eligible for a Michigan income tax deduction on contributions.
- Offering payroll deduction to your employees is a convenience only and treated as a direct deposit. The employee or employer can stop this benefit at any time.

EMPLOYER INSTRUCTIONS TO ESTABLISH PAYROLL DEDUCTION

STEP 1 - Receive a completed and signed copy of the MESP *Payroll Deduction Form* from the employee (sample below). If the employee has not provided a copy to MESP, please send a copy to MESP so we can properly allocate the contributions per the employee's instructions. The MESP Payroll Deduction Form should list the employee's MESP account number(s) in Section 3 of the form (Investment Fund Codes and Number). Although contributions are sent via the employee's social security number (see below), MESP account number(s) are required prior to starting payroll deduction to properly apply contributions to the correct investment options chosen by the employee once we receive the contribution. If a MESP account is not established prior to sending payroll contributions, the proceeds will be rejected and returned to the employer.

STEP 2 - Establish payroll deduction/direct deposit using your payroll department's existing procedures. Submit payroll contributions by Automated Clearing House funds (ACH):

- Code the account as "checking".
- Remit the payroll contributions to State Street Bank.
 - ❖ **Use State Street's ABA number: 011000028.**
- Enter the employee account number, a 17-digit field, as follows:
 - ❖ The **first 8 digits** will enable State Street Bank to identify the Plan.
Use the Plan's DDA number: 99055121
 - ❖ The **next 9 digits** will enable the Plan to identify the employee account.
Use the Employee's Social Security Number. Do not use Dashes or Spaces.

STEP 3 – An employee can change or stop their deduction amount at any time. You do not have to notify MESP if the contribution amount changes. MESP needs to be notified by the employee if there is a change in investment options or personal information.

PAYROLL DEDUCTION INSTRUCTIONS For Employers

Important Information

- Payroll deduction contributions are posted to MESP accounts based on the employee's social security number so an employee can contribute to multiple beneficiaries via payroll deduction but only one deduction needs to be made from their paycheck. Once MESP receives the funds, we will allocate the funds appropriately to each beneficiary(s) based on the instructions from the payroll deduction form submitted.

- ACH contribution(s) will be rejected for the following reasons:
 - if the ABA number or the DDA account number is incorrect
 - if the account is not coded as "checking"
 - if the Social Security Number is missing is missing or incorrect
 - if the employee's Account is not yet opened

- All rejections will automatically be returned to the employer via ACH.

QUESTIONS? Call MESP at 1-877-861-6377

[SAMPLE FORMS BELOW.](#)

PAYROLL DEDUCTION INSTRUCTIONS

For Employers



Michigan Education Savings Program Payroll Deduction Form

Use this form to establish or modify Payroll Deduction
Questions? Call toll-free 1-877-861-MESP (1-877-861-6377),
P.O. Box 55925, Boston, MA 02205-5925
Visit www.misaves.com

Instructions

- Use this form to contribute to your Program Account(s) for one or more Beneficiaries. Be sure to attach an *Account Application* if you are opening a new Program Account for any Beneficiary. Read the *Employee Checklist* on the reverse before completing this form.
 - Instructions contained in this form will replace any previous instructions on file. You must include ALL Investment Options or Beneficiaries on this form even if you are changing the allocation for only one Investment Option or Beneficiary.
 - You can obtain additional copies of this form, or of any Program form at www.misaves.com.
 - Print in capital letters with blue or black ink. Give a copy of this form to your Employer and mail the original to the Program, along with an *Account Application*, if applicable, to the address indicated above.
- Note:** The Program can only accept payroll contributions via Automated Clearing House (ACH) funds. If your employer cannot support ACH, please consider establishing an Automatic Contribution Program (ACP). Visit the web site or call the Program for more information.

1 What would you like to do? *(Check only one box, and then complete all sections of this form.)*

<input checked="" type="checkbox"/> Establish payroll deduction Check this box to establish payroll deduction for the first time.	<input type="checkbox"/> Change allocation Check this box to reallocate your payroll contributions among Investment Options or Beneficiaries. Use one form for all accounts.	<input type="checkbox"/> Increase/decrease amount Contact your employer to change the amount or to stop payroll deduction. Do not submit this form to the Program.
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2 Employee Information *(The employee must be the Account Owner or the Custodian for a Minor.)*

0	1	2	-	3	4	-	5	6	7	8										
<i>Employee Social Security or Taxpayer Identification Number</i>																				
J	O	H	N		A		S	A	M	P	L	E								
<i>Employee Name (First, MI, Last, Suffix)</i>																				
A	B	C		C	O	R	P	O	R	A	T	I	O	N						
<i>Employer Name</i>																				
9	5		M	I	C	H	I	G	A	N		A	V	E	N	U	E			
<i>Employer Address</i>																				
A	N	Y	T	O	W	N		M	I		1	2	3	4	5					
<i>Employer City, State, Zip</i>																				
S	U	S	A	N		S	M	I	T	H										
<i>Employer Contact Name</i>																				
2	4	8	-	5	5	5	-	6	6	1	2									
											E x t.									

3 Employer Instructions *(You must complete all applicable parts of this section.)*

- ✓ **Tell your employer how much to deduct from your pay each pay period.**
The minimum contribution is \$15 per investment option, per Beneficiary, per pay period.
Contribution Amount per pay period: \$ 2 0 0 . 0 0
- ✓ **Tell your employer when to begin these deductions.**
Unless otherwise indicated, your deductions will begin as soon as possible following receipt of all paperwork in good order.
Effective Date (MM/YY): 0 1 - 2 0 1 1

Important Information for Employers

Please begin payroll deductions for this employee **only** if your company can remit Automated Clearing House (ACH) funds. If your company cannot support ACH payments, please advise your employee accordingly. Payroll deduction contributions will not be accepted by check.

Please refer to the *Employer Checklist* on the reverse for information and remittance instructions.

PAYROLL DEDUCTION INSTRUCTIONS For Employers

4 Allocation Instructions *(You must complete all applicable parts of this section.)*

- ✓ **Tell the Program where to deposit your contributions.**
Use only one form to contribute to all Account(s) for all Beneficiaries. Attach an additional sheet of paper, if needed.

Beneficiary Name <small>(Provide first and last name.)</small>	Investment Options <small>(See list below.)</small>	Is this a new Option?	Percentage of each contribution						
1. ANNE M SAMPLE	1934	<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No	2	5	.	0	0	%	
2. ANNE M SAMPLE	1933	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	2	5	.	0	0	%	
3. DAVID S SAMPLE	2191	<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No	2	5	.	0	0	%	
4. DAVID S SAMPLE	2190	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	2	5	.	0	0	%	
Total Allocation Per Pay Period			1	0	0	.	0	0	%

5 Employee Authorization and Signature *(You must sign exactly as your Account is registered.)*

By signing below, I authorize my employer to process periodic deductions from my paycheck for contribution into my Michigan Education Savings Program Account(s). I acknowledge and agree that my remedy for any errors made in connection with these transactions is limited to simple reimbursement of the amount of the error. I authorize the Program and its agents to make adjustments to my Account(s) to correct such error.

I understand that my Program Account(s) may not be credited with my payroll deduction until the funds are received from my employer and that the date on my payroll stub may not be the same date the deposit is credited to my Account(s). This authorization will remain in effect until cancelled by me or by the Program, or upon termination of my employment with my employer.

John A Sample

January 1, 2011

Employee Signature (The employee must be the Account Owner or the Custodian for a Minor.)

Date

Employee Checklist

This checklist has been developed to help employees establish payroll deduction for their Program Account(s). Please read it carefully before completing this form.

- ✓ Be sure to include your Social Security Number or Taxpayer Identification Number on this form. That's how your payroll deduction is remitted to the Program for deposit into your Account(s).
- ✓ Use one form to allocate your payroll deduction into your Program Account(s) for one or more Beneficiaries. You may use an additional sheet of paper, if needed, as long as the total allocation for all accounts equals 100%. Your payroll deduction form will be rejected in its entirety if the any allocation is not a whole percentage or if any allocation results in a contribution amount of less than \$15 for any Investment Option (for any Beneficiary).
- ✓ Refer to the *Disclosure Booklet*, then select from one or more of the following Investment Options for each Account you own:

Investment Option	Fund Code
Conservative Age Based Allocation Option	--
Moderate Age Based Allocation Option	--
Aggressive Age Based Allocation Option	--
Principal Plus Interest Option	1934
100% Equity Option	1933
Balanced Option	2190
100% Fixed Income Option	2191

- ✓ The employee must be the Account Owner on all Program Account(s). You cannot contribute payroll deductions into an Account owned by your spouse, or by anyone else. It may take up to 10 days from the receipt of this form before a payroll deduction can be accepted.
- ✓ Contact your employer to change the amount or to stop payroll deduction. Contact the Program to change the allocation only.

Employer Checklist

The following information has been developed to help you establish automatic payroll deduction for any employee. Please read it carefully before sending funds to the Program on behalf of any employee via ACH (Automated Clearing House) funds.

- ✓ Code the account as "checking" and transmit ACH funds to State Street Bank. Use State Street's ABA number: 011000028.
- ✓ Enter the account number, a 17-digit field, as follows. Do not use any spaces or dashes. The first 8 digits identify the Program. Use the Program's DDA number: 99055121. The next 9 digits identify the Employee. Use the Employee's Social Security or Taxpayer Identification Number. It may take up to 10 days from the receipt of this form before a payroll deduction can be accepted.
- ✓ **Questions?** Visit www.misaves.com or call toll-free 1-877-861-MESP.

Mail this form to:

Regular Mail

Michigan Education Savings Program
PO Box 55925
Boston, MA 02205-5925

Program Administration by TIAA-CREF Tuition Financing, Inc.
MI1010.FPD/A12314



Overnight Mail
Michigan Education Savings Program
30 Dan Road
Canton, MA 02021-2809