



-  **(877) 4NJ-BEST**  
Monday to Friday 8:30 a.m. - 8 p.m. ET



Overnight mailing address:  
**NJBEST 529 College Savings Plan**  
**95 Wells Avenue, Suite 160**  
**Newton, MA 02459**

\* N.J.D. PAYROLL DEPOSIT:

### 3. Payroll Direct Deposit Instructions

If your employer submits your payroll deductions by check or electronically, your contributions may not be available in your NJBEST 529 College Savings Plan Account for five calendar days.

Check one: ☐ Start Payroll Direct Deposits ☐ Change Amount ☐ Stop Payroll Direct Deposits (*Skip to **Section 4.***)

Deduct \$     .   from my paycheck each pay period and allocate the amount among my NJBEST 529 College Savings Plan accounts as described below.

**Note:** You can allocate any amount per pay period to each account. Please use an additional sheet if you have more than four accounts.

[illegible][illegible][illegible][illegible]

#### 4. Signature—YOU MUST SIGN BELOW

By signing below, I authorize my employer to remit Direct Payroll Deposits to the above-stated NJBEST 529 College Savings Plan Account(s).

I certify that I have read the NJBEST 529 College Savings Plan Program Description and understand the rules governing the NJBEST 529 College Savings Plan. Further, I understand that none of the NJBEST 529 College Savings Plan, New Jersey Higher Education Student Assistance Authority, Franklin Templeton Investments, Ascensus College Savings Recordkeeping Services, LLC or their respective affiliates are responsible for any claims I may make and/or losses resulting from my employer's failure to timely and accurately process my contributions via payroll direct deposit. This authorization will remain in effect until canceled by me or by the NJBEST 529 College Savings Plan, or upon termination of my employment.

SIGNATURE \_\_\_\_\_  
Signature of Account Owner

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Date (mm-dd-yyyy)

## Employee Checklist

- Be sure to include your account number(s) for each Beneficiary listed on this form in Section 2.
- Your Direct Deposit form will be rejected by NJBEST 529 College Savings Plan in its entirety if your allocation for each Beneficiary does not equal 100%.
- Complete your payroll direct deposit set-up through your employer's self-service portal or give a copy of the payroll direct deposit confirmation to your employer.
- Mail the original copy of this form to the NJBEST 529 College Savings Plan. It may take up to 10 days from the receipt of this form before a Direct Deposit can be accepted from your employer.