

PLEASE FOLLOW THESE MAILING INSTRUCTIONS TO AVOID DELAYS IN PROCESSING

1. Mail all pages of the completed form to Merrill at the address noted below.
2. Merrill will then mail you the Authorization for Payroll Deduction Form for you to complete and provide to your employer.
3. Provide the completed Authorization for Payroll Deduction Form to your employer to establish payroll deduction contributions to your account.

Note: To change the dollar amount of an existing payroll deduction instruction or to cancel an existing payroll deduction instruction, contact your employer directly.

Regular mail:
Merrill Document Processing
PO Box 14354
Lexington, KY 40512-9706

Overnight mail:
Merrill Document Processing
745 W. New Circle Road
Lexington, KY 40511

Merrill Use Only

Important: Use the IKS functionality to adjust the contribution percentages when NextGen 529 Accounts are enrolled in the service.

Step	Action
1	<p>To Access Allocation Screens</p> <ul style="list-style-type: none">• From within ML Access, type IKS and press Enter.
2	<ul style="list-style-type: none">• Type the client's Social Security number in the PART SSN field and press Enter. <p>Important: Accounts that were not set up for payroll deduct on IKS will be listed; however, allocation percentages pertain only to those accounts that have been established through IKS. The allocation percentage for an account not established on IKS will be grayed out and its allocation percentage will display as 0%.</p>
3	<p>To Create or Update a Contribution Percentage</p> <ul style="list-style-type: none">• Click in the Contribution % field and type new percentage.• Repeat the process on additional accounts listed.• Type U in the Action field and press Enter. <p>Important: Contribution percentages must equal 100% and must be in whole percentages.</p> <p>Result: A message will indicate that the update was successful, or that the total contribution percentage does not equal 100% and must be adjusted.</p>

Clients Enrolled in Payroll Deduction prior to August 1, 2003

- Previous payroll deduction arrangements will remain in effect until the client directs their payroll provider to terminate that arrangement.
- If a client decides to enroll in payroll deduct, and also has an existing NextGen 529 payroll deduction arrangement, the client should be made aware that unless they terminate the existing arrangement, there will be two payroll deductions in effect.

Employer Processing Instructions

Please establish Automatic Clearinghouse (ACH) instructions for the dollar amount indicated above using the following information:

Transmittal must be coded for: Checking

Bank Name: Bank of America, N.A.

Transit Routing Number (ABA): 084301767

ACH Account Number: 333+ Account Owner's SSN + 22999

Example: If the Account Owner's SSN is 123456789, the ACH number should be entered as 333 123456789 22999. You do not need to include spaces when actually entering this information.



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