WA529
WASHINGTON COLLEGE SAVINGS PLANS

Payroll Deduction Guide

Getting Started for Employers

WA529's Payroll Deduction program is a convenient way for your employees to regularly contribute to their child's or grandchild's college savings accounts and is a great opportunity to enhance your employee benefits package. Best of all, it's quick and easy to set up at **no cost** to you. We encourage you to join the hundreds of Washington businesses, non-profit organizations, school districts and government agencies who already participate in Payroll Deduction. By offering this option, you will reinforce your commitment to the financial well-being of your employees and their families.

Begin sharing information and resources with your employees about the Washington 529 College Savings Plans (WA529) – The Guaranteed Education Tuition (GET) Program and DreamAhead College Investment Plan.

- **Invite us** to facilitate a virtual or in-person "Lunch and Learn" or participate in your annual wellness/benefit fair to give employees an opportunity to learn about 529 college savings plans.
- **Ask for** content for your employee newsletter or regular employee communication.
- **Request** brochures and include them in your new employee packets.
- **Set up** a payroll deduction program to help employees make regular savings contributions.

If you have questions or need additional information contact WA529 Community Relations Manager, Jackie Ferrado, at WA529Outreach@wsac.wa.gov or 360.764.9204 (cell) or 360.485.1198 (office).

Set up payroll deduction

It takes less than five minutes to set up Payroll Deduction for your employees and then only minutes every payroll cycle. Simply call our Community Relations Manager at 360.764.9204 or email the following information to WA529Outreach@wsac.wa.gov.

- The name and contact information for your Payroll and Human Resources or Benefits office.
- Your Payroll frequency.
- Your Tax Identification Number.

WA529 will notify you when you are set up.

Please refer to the chart on page 3 for details on how to send employee contributions.

Getting Started for Employees

1) **Employee opens a GET or DreamAhead account.**
    - Visit wastate529.wa.gov to learn more about Washington's 529 plans.
    - View GET Program and DreamAhead Plan information for specific details.
        - GET enrollment is November 1 – May 31 annually.
        - GET Program Details Booklet
        - DreamAhead enrollment is open year-round.
        - DreamAhead Program Details Booklet
    - Open an account with online enrollment or by mailing paper forms for GET and/or DreamAhead.

2) **Employee initiates a payroll deduction:**
    - Complete a payroll deduction authorization form for the plan they choose (GET or DreamAhead).
        - GET Payroll Deduction Authorization Form
        - DreamAhead Payroll Deduction Form
        - DreamAhead Payroll Deduction Form for WA State Employees
    - Give a copy of the form to their payroll office and send the original form to the respective plan (GET or DreamAhead).
    - Retain a copy of all forms for their personal records.

Frequently Asked Questions and Information:

- **How does an employee change a payroll deduction amount?**
    - Complete a NEW Payroll Deduction Authorization form and indicate that it's a CHANGE. Please note that an updated form will replace any previous form or instructions and it may take up to 10 business days to process the change once it's received by the respective plan.
- **How does an employee cancel a payroll deduction?**
    - Notify their employer payroll office to stop an existing payroll deduction.
    - Contact the respective plan (GET or DreamAhead) to notify of the intent to cancel a payroll deduction. For GET Custom Monthly accounts, please contact GET with new arrangements for continued monthly contributions.
- **DreamAhead (only) payroll deduction contributions information:**
    - The employee must be the Account Owner. An employee may not contribute payroll deductions into an account owned by their spouse, or by anyone else.
    - The Plan only accepts payroll contributions by ACH funds. If the employer cannot support ACH funds as the preferred method of payment, then the employee should consider setting up automatic monthly contributions through the Plan. Employees can review the DreamAhead Program Details Booklet or call 1.844.529.5845 for more information about setting up automatic monthly contributions.

Instructions for sending payroll deduction contributions

Guaranteed Education Tuition (GET) Program	DreamAhead College Investment Plan

Prepare your employees' contributions for sending and submit the payment (2 options):
 	
• All employee deduction amounts must be aggregated and submitted as one lump sum payment for each pay cycle.
 	
• Create a backup document or spreadsheet that lists each participant's name and payroll deduction amount. Submit with each payment so that we can correctly match your employees' contributions with their accounts.
 	
• Send payment to GET:
  ○ **Electronic Funds Transfer** –Send electronic payment to GET's bank account:
  ○ **Account Number:** 153910882577
  ○ **Routing Number:** 123000848
  ○ **Paper Check** – Mail a paper check, made payable to "GET", to GET Program, P.O. Box 24851, Seattle WA 98124-0851. You can include your list along with your payment
  ○ If you're sending an electronic payment, email your list to GETPayroll@wsac.wa.gov or fax it to **360.704.6200**.
	Prepare your employees' contributions for sending and submit the payment:
	
	Submit payroll contributions by Automated Clearing House (ACH) funds:
	• Code the account type (i.e., deposit) as "Checking" and transmit the funds to Bank of New York Mellon (**ABA Number** 011001234).
	• Enter the **Account Number** as 740705.
	• Enter the Individual Name Field with the employee's DreamAhead account number + Last Name.
	  ○ Example: employee DreamAhead account number 1234567890, Last name Jones = **1234567890 Jones.**
	ACH Contribution rejections may occur if:
	• The ABA number or DDA account number is incorrect, if an account is not coded as "checking", if the account is not yet opened, if the account number is missing, incorrect or incomplete.
	• All rejections will be automatically returned to the employer via ACH until the problem is resolved. Please contact the Plan if you receive a return ACH.

Keep the plan updated: • If any of your organization's information changes (address, payroll contact individuals, phone numbers, etc.), notify us as soon as possible: GETPayroll@wsac.wa.gov or **1.800.955.2318**. • If employees wish to change the amount or stop their payroll deduction, they must submit a copy of a new **Payroll Deduction Authorization form** to you (send GET the original). Ensure your backup documentation is updated to reflect these changes. Link to form: Payroll Deduction Authorization form	**Keep the plan updated:** • If any of your organization's information changes (address, payroll contact individuals, phone numbers, etc.), notify us as soon as possible: **1.844.529.5845** or 1.844.888.2253 (TTY). • If employees wish to change or stop their payroll deduction amount, they must submit a copy of a new **Payroll Deduction Authorization form** to you (send DreamAhead the original). Ensure any backup documentation is updated to reflect these changes. Link to form: Payroll Deduction Authorization form
Have questions? • GETPayroll@wsac.wa.gov • 1.800.955.2318 • GET Program, P.O. Box 43450 Olympia, WA 98504-3450 (correspondence only – **no payments at this address**)	**Have questions?** • sumday.com/customer-support/dreamahead • 1.844.529.5845 • DreamAhead College Investment Plan P.O. Box 9661, Providence, RI 02940-9661