

# Iowa Advisor 529 Plan Payroll Direct Deposit - Employer

This form is used by the payroll department of the Participant's employer to establish a payroll deduction plan with the Iowa Advisor 529 Plan. If you have questions about this form call **1-800-774-5127**. Information is also available online at [www.iowaadvisor529.com](http://www.iowaadvisor529.com).



## 1 EMPLOYER INFORMATION

To help ensure timely and accurate processing of this form, please print clearly.

Company Name \_\_\_\_\_ Federal Tax Identification number \_\_\_\_\_

Company address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Number of Employees in Company \_\_\_\_\_

Primary Contact Name \_\_\_\_\_ Primary Contact Title \_\_\_\_\_

Primary Contact Telephone Number \_\_\_\_\_ Primary Contact Fax Number \_\_\_\_\_

Primary Contact E-mail Address \_\_\_\_\_

## 2 PAYROLL DEDUCTION TRANSMITTAL METHOD

Approximate date you intend to begin payroll deduction: \_\_\_\_\_  
Date (mm/dd/yyyy)

Frequency of deposits:    Weekly            Biweekly            Monthly            Quarterly            Other: \_\_\_\_\_

Do you use a third-party vendor?            No            Yes            If Yes, Name of Vendor: \_\_\_\_\_

**Contribution Method:**

Contribution via check (payable to "Iowa Advisor 529 Plan"): List bills  
Employer sends one lump sum check along with roster to Iowa Advisor 529 Plan via mail.  
The check should be sent to: Iowa Advisor 529 Plan  
c/o Voya Investment Management  
PO Box 9659  
Providence, RI 02940-9659

File Transmission using FTP (Contact Voya at **1-800-774-5127** for details)  
Or, roster can be faxed to: 508-599-4190, a special fax number just for this purpose.  
BNY Mellon Bank Boston, MA  
ABA # 011001234  
Account # 739502  
Account Name: Group Plan Name and Number

Individual direct deposit (via ACH, "Automated Clearing House": COPS)  
Payroll Deduction method currently offered is direct deposit via ACH as initiated by the employer or account owner.  
The funds are sent as follows: BNY Mellon Bank Boston, MA  
ABA # 011001234  
Account Number: **9050xxxxxxxxx9999**  
The Account number must be exactly 17 characters (9050+ account owner SSN+9999)

## 3 INVESTMENT DEALER INFORMATION

Firm Name \_\_\_\_\_ Branch Number \_\_\_\_\_ Representative Number \_\_\_\_\_

Representative Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Firm address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

By signing this Employer Authorization Form and submitting it to Iowa Advisor 529 Plan, the company named in Section 1 and the authorized representative below hereby represents, warrant and agree to the following:

1. The undersigned is an authorized representative of the company.
2. The company authorizes and will cooperate with Iowa Advisor 529 Plan to provide an employer payroll deduction program or employee pre-authorized investment plan.
3. Copies of the Iowa Advisor 529 Plan Program Description and Participation Agreement have been or will be provided to each employee who chooses to open a specific Iowa Advisor 529 Plan Account.
4. If a payroll deduction program is being established:
  - a. The company will promptly transmit or cause to be transmitted to Iowa Advisor 529 Plan via check or wire transfer, an aggregate contribution equal to the sum of contributions of each employee participating in the payroll deduction program.
  - b. The company will transmit or cause to be transmitted to Iowa Advisor 529 Plan before or simultaneously with each contribution transmission complete and accurate contribution information in a form and substance mutually agreed to between the company and Iowa Advisor 529 Plan, containing the following: the company code assigned by Iowa Advisor 529 Plan, each participating employee's name, Social Security number or payroll ID number, and their contribution amount.
  - c. The company will hold harmless and indemnify Iowa Advisor 529 Plan and their affiliates, officers, directors, agents and employees for any loss that the company or any employee participating in the payroll deduction program may suffer as a result of the failure or delay of the company or company's third party vendor to transmit contributions or the contribution information in a timely and accurate manner.
  - d. The company is responsible for expenses associated with implementing and administering the payroll deduction program, including any costs associated with deducting and transmitting the contributions of employees participating in the program.
5. I understand that neither a Iowa Advisor 529 Plan program account, nor the principal, nor the investment return is guaranteed or insured by the FDIC.

**x**

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Full Name & Title of Authorized Representative

Iowa Advisor 529 Plan is a part of the Iowa Educational Savings Plan Trust, a state-sponsored 529 college savings plan administered by the State of Iowa, for which the Treasurer of the State of Iowa serves as the Trustee. Voya Investment Management Co. LLC provides investment management and administrative services for the Iowa Advisor 529 Plan. Shares in the Program are distributed by Voya Investments Distributor, LLC, Member FINRA/SIPC.



NOT FDIC INSURED • NO BANK GUARANTEE • MAY LOSE VALUE