

Everything you need to know about helping employees contribute to a STABLE Account through payroll deduction appears in this document. You'll find an overview below and complete details in the following pages.

## Overview of how payroll deductions work with a STABLE Account:

- **The Employee** will need to verify that a STABLE Account is open first.
- Once open, they can complete a Payroll Deduction Form. They send a copy of the form to the employer, and submit the original form online (OR mail to the address listed for the Plan on the Payroll Deduction Form). They should keep a copy of the form for themselves too. For more details see the Employee Responsibilities section of this guide.
- 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 should visit [STABLEaccount.com](https://STABLEaccount.com) or call for more information about setting up automatic monthly contributions.
- **The Employer** will receive a copy of the Payroll Deduction form from the employee and set up payroll deductions with their payroll bank in the amount and date requested by the employee. For more details see the Employer Responsibilities section of this guide.
- **The Plan** will set up how payroll deductions are contributed to portfolios based on the instructions provided by the employee in the Payroll Deduction Form. Once the Plan receives payroll contributions from the employer's payroll bank they will be post the contributions to the employee's STABLE Account.
- Please note, it may take up to 10 business days from the Plan's receipt of the Payroll Deduction Form before a payroll deduction can be accepted. For more details see the Plan Responsibilities section of this guide.

### Questions?

Give us a call Monday – Friday from 9am – 8pm ET at 1-800-439-1653.

Individuals with speech or hearing disabilities may dial **711** to access Telecommunications Relay Service (TRS) from a telephone or TTY.

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## Employee Responsibilities

### 1. Open a STABLE Account (if the beneficiary/employee doesn't already have one)

#### To open an account online:

- ✓ Visit [STABLEaccount.com](https://STABLEaccount.com)
- ✓ Click on “Open an Account” and follow the instructions to open an account.
- ✓ Repeat the process if you're an Authorized Legal Representative opening accounts for more than one Beneficiary.
- ✓ Be sure to download and read the **Plan Disclosure Statement & Participation Agreement**.

#### To open an account by mail:

- ✓ Visit [STABLEaccount.com](https://STABLEaccount.com)
- ✓ Click on “Resources” and print the **Enrollment Form**.
- ✓ Follow the instructions on the form and repeat if you're an Authorized Legal Representative opening accounts for more than one Beneficiary.
- ✓ Be sure to download and read the **Plan Disclosure Statement & Participation Agreement**.
- ✓ It could take up to 10 days to open an account by mail.

### 2. Fill out and upload (or mail) the Payroll Deduction Form (and Enrollment Form – if applicable)

- ✓ Visit [STABLEaccount.com](https://STABLEaccount.com)
- ✓ Click on “Resources” and print the **Payroll Deduction Form**.
- ✓ Follow the instructions to fill out the form.
- ✓ Make 2 copies of the entire completed form.
- ✓ To submit the form online, you may do so by uploading the completed Payroll Deduction Form by using Sunday's upload feature. Once you have signed into your account, please select the “Contact Us” option, follow the steps, and you will be able to upload your completed form.
- ✓ If online uploading isn't possible, mail the completed original copy of the form to the address provided on the form, keep one copy for the employee and give one copy to the employer.

### 3. Submit a copy of the Payroll Deduction Form to your payroll department or use the instructions in Employer Responsibilities (step 3) to set up the deposit in your employer's self-service payroll system.

Payroll deductions will begin on or after the effective date indicated on the form. Contact your employer's payroll department if the deductions don't start as expected or if you have any questions about the timing of your payroll deductions.

### 4. Retain a copy of all forms for your personal records.

## How to manage payroll deduction contributions

### Changing payroll deduction amount:

Use a **Payroll Deduction Form** and select “Changing existing payroll deduction instructions” to change the payroll deduction amount. Be aware that your updated instructions will replace any instructions you previously have on file with the Plan, and may take up to 10 business days to process once received by the Plan.

Those with access to a self-service payroll system will still need to submit a Payroll Deduction Form to the Plan in addition to logging onto the system and updating the deduction amount.

### Stopping payroll deductions:

Contact your employer to stop payroll deductions or log onto your employer’s self-service payroll system to make the change.

## Employer Responsibilities

1. Receive a completed and signed copy of the **Payroll Deduction Form** from the employee.
2. Establish payroll deduction using your payroll department’s existing procedures.
  - For accounts opened by mail, allow at least 10 days for the Plan to open the account and establish payroll allocations before sending any payroll deduction contributions to the Plan; otherwise the ACH contributions may be rejected.
3. **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.
  - If your Payroll System allows, please enter the Individual Name Field with the employee’s STABLE Account number + Last Name.
    - Example: employee STABLE Account number ST-1234567890, Last name Jones = ST-1234567890 Jones.
    - *If your payroll system generates the Account Name field automatically and does not allow for manual update then we will accept the system generated full name.*

## Tips

- ✓ Payroll contributions are posted to accounts based on the employee's STABLE Account number.
- ✓ An ACH contribution will be rejected if the ABA number or the DDA number is incorrect, if the account is not coded as "checking", if the account number is missing, incorrect or incomplete, or if the employee's account is not yet opened.
- ✓ All rejections will automatically be returned to the employer via ACH. ACH rejections will continue to occur until the problem is appropriately resolved.

## Plan Responsibilities

1. Set up how payroll deductions are contributed to portfolios based on the instructions provided by the employee in the **Payroll Deduction Form**.
2. Process each payroll contribution to the employee's Plan account based on the allocations provided on the employee's **Payroll Deduction Form**, which must be received by the Plan before any payroll contributions are submitted by the employer.

### Please note:

If the Plan receives the funds and the employee's **Payroll Deduction Form** is not on file, the funds will be returned to the employer via ACH.

If the Plan receives the funds and cannot post them to an account for any reason, such as an incomplete or missing account number, a missing employee **Payroll Deduction Form**, or no account opened by an employee, then funds will be returned to the employer within 24 hours of receipt through the ACH process.