



## 4 Employee Authorization and Signature *(You must sign exactly as your Account is registered.)*

By signing below, I authorize my employer to process periodic deductions from my paycheck for contribution into my *Mississippi Affordable College Savings (MACS)* Account(s). I acknowledge and agree that my remedy for any errors made in connection with these transactions is limited to simple reimbursement of the amount of the error. I authorize *MACS* and its agents to make adjustments to my Account(s) to correct such error.

I understand that my *MACS* Account(s) may not be credited with my payroll deduction until the funds are received from my employer and that the date on my payroll stub may not be the same date the deposit is credited to my Account(s). This authorization will remain in effect until cancelled by me or by *MACS*, or upon termination of my employment with my employer.

\_\_\_\_\_

*Employee Signature (The employee must be the Account Owner or the Custodian for a Minor.)*

*Date*

## Employee Checklist

This checklist has been developed to help employees establish payroll deduction for their Program Account(s). Please read it carefully **before** completing this form.

- ✓ Make sure that your employer is willing to direct your automatic payroll deductions into the Program via Automated Clearing House (ACH) funds. If not, you may want to consider an Automatic Contribution Program (ACP) to authorize systematic withdrawals from your bank account for deposit into the Program. Visit [www.collegesavingsMS.com](http://www.collegesavingsMS.com) for more information and to enroll online, or use the *Electronic Banking Information Form* to add ACP to your Program Account(s).
- ✓ Be sure to include your Social Security Number or Taxpayer Identification Number on this form. That's how your payroll deduction is remitted to the Program for deposit into your Account(s).
- ✓ Use one form to allocate your payroll deduction into your Program Account(s) for one or more Beneficiaries. You may use an additional sheet of paper, if needed, as long as the total allocation for all accounts equals 100%. **For example**, you could allocate a \$100 payroll contribution per pay period 50% each into 2 Investment Options (2 x \$50 = \$100). There are other possible allocations but the amount allocated to each Investment Option (for each Beneficiary) cannot be less than \$15 per pay period.
- ✓ Your payroll deduction form will be rejected in its entirety if your total allocation does not equal 100% or if the contribution amount for any Investment Option (for any Beneficiary) is less than \$15.
- ✓ Refer to the *Disclosure Booklet*, then select from one or more of the following Investment Options for each Account you own:

Investment Option	Fund Code
Managed Allocation Option	Age based
100% Equity Option	1968
Guaranteed Option	1967

- ✓ The employee must be the Account Owner on all Program Account(s). You cannot contribute payroll deductions into an Account owned by your spouse, or by anyone else.
- ✓ Give a copy of this form to your Employer and mail the original to the Program, along with an *Account Application*, if applicable, at the address indicated below. It may take up to 10 days from the receipt of this form before a payroll deduction can be accepted.
- ✓ Use this *Payroll Deduction Form* to change your allocation among Investment Options and/or Beneficiaries at any time. (Note: You must contact your employer to change the amount or to stop payroll deduction.)
- ✓ **Questions?** Visit [www.collegesavingsMS.com](http://www.collegesavingsMS.com) or call toll-free 1-800-486-3670.

## Employer Checklist

The following information has been developed to help you establish automatic payroll deduction for any employee. Please read it carefully **before** sending funds to the Program on behalf of any employee via ACH (Automated Clearing House) funds.

- ✓ Code the account type (i.e., deposit) as "Checking" and transmit the funds to State Street Bank & Trust Company (ABA Number 011000028).
- ✓ Enter the employee's account number as a 17-digit field. The first 8 digits identify *Mississippi Affordable College Savings*, i.e., DDA account number 99055279, and the next 9 digits identify the employee, i.e., the employee's Social Security Number or Taxpayer Identification Number. Do not use any dashes or spaces.
- ✓ It may take up to 10 days from the receipt of this form before a payroll deduction can be accepted.
- ✓ **Questions?** Visit [www.collegesavingsMS.com](http://www.collegesavingsMS.com) or call toll-free 1-800-486-3670.

### Mail this form to:

Mississippi Affordable College Savings  
P.O. Box 55037  
Boston, MA 02205-8683



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