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College Savings

Made Simple

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**EMPLOYER
PAYROLL GUIDE**

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DEAR EMPLOYER,

Thank you for choosing the Connecticut Higher Education Trust (CHET), Connecticut's official direct-sold 529 plan, as your partner to help your employees prepare for the cost of higher education. Families understand the lifetime benefits of a higher education. With the rising costs of tuition and other college expenses, helping your employees save for this future investment is a wonderful benefit to offer.

With minimum contributions as little as \$15 per pay period, your employees will find payroll direct deposits to a CHET account one of the most effortless ways to help them achieve their college savings goals.

Administering the benefit is free and easy – just follow the instructions in this guide. Plus, CHET offers ongoing support at no charge during your annual benefits enrollment period or any other times throughout the year. A digital toolkit with everything you need to help educate your employees about saving for college, and to promote the payroll direct deposit benefit, is also available to our partners.

With no set-up fees to establish payroll direct deposits to CHET, it's always a great time to offer this benefit to your employees!

We look forward to working with you to offer a benefit that employees can easily take part in today, and that will make a difference for their families in the years to come.

Sincerely,

Shawn T. Wooden
Connecticut State Treasurer
Trustee, Connecticut Higher Education Trust (CHET)



Shawn T. Wooden
Connecticut State Treasurer



Overview for Employers

(The below process excludes employees of the State of Connecticut. Visit aboutchet.com/benefit or [Click here for additional details for State of Connecticut employers.](#))

Congratulations! You've made a great decision to offer your employees the convenience of contributing to a Connecticut Higher Education Savings Trust (CHET) account through payroll direct deposit. Here is what you need to know to get started.

STEP 1

Provide employees with the CHET Payroll Direct Deposit Form:
www.aboutchet.com/documents/ct_payroll.pdf

STEP 2

Identify your payroll direct deposit method:
CENTRALIZED PAYROLL PROCESS or EMPLOYEE SELF-SERVICE

CENTRALIZED PAYROLL PROCESS

REQUIRES EMPLOYEES TO SUBMIT DIRECT DEPOSIT ELECTIONS TO THE EMPLOYER FOR PROCESSING.

To establish automatic payroll direct deposit to the CHET for any employee, confirm the employee has submitted the original CHET Payroll Direct Deposit form to the Program. It may take up to 10 days upon receipt of this form by CHET before a payroll contribution can be accepted.

Then use the following instructions to send payroll direct deposits via ACH (Automated Clearing House).

- Code the account type (i.e. deposit) as "checking"
- **Transmit the funds to:**
 - State Street Bank & Trust Company
 - ABA Number: 011000028
 - 17 Digit Account Number: 99053373 + Employee's SSN/TIN

EMPLOYEE SELF-SERVICE

EMPLOYEE MUST COMPLETE DIRECT DEPOSIT ELECTION PROCESS.

No action is required of the Employer to establish payroll direct deposits to CHET as long as the self-service portal accepts the ACH transfer instructions below. The employee is not required to submit a copy of the CHET Payroll Direct Deposit Form to the employer (unless requested by the employer). However, the employee must submit the original CHET Payroll Direct Deposit Form to CHET at the Plan's address.

FOR THE EMPLOYEE

- Once the CHET Payroll Direct Deposit Form has been received and accepted by CHET, and the employee has opened a CHET account, they will insert the following information under their direct deposit election:
- Code the account as "checking"
 - Routing number for State Street Bank: 011000028
 - Account number:
CHET ID 99053373 + 9-digit employee SSN or TIN

USEFUL TIPS

- CHET accepts payroll contributions by Automated Clearing House (ACH) funds only. If the employer cannot support ACH funds transfers, the employee should consider making contributions from a personal checking or savings account by using the Automatic Contribution Plan (ACP) offered by CHET. For additional information about ACP, visit www.aboutchet.com/manage.
- Employees must open a CHET college savings account prior to the initiation of payroll direct deposit.
- Employees may add payroll direct deposit to an existing CHET account.
- The employee must be the account owner or custodian of the CHET account that will be receiving the payroll direct deposits.
- It may take up to 10 days from receipt of the CHET Payroll Direct Deposit Form by CHET before the initial ACH transfer may be accepted. The employee may wish to contact CHET at 1-888-799-2438 to confirm the form has been accepted prior to the initial transfer.
- The first payroll contribution usually takes 1–3 pay periods and depends upon the company's payroll method (self-service or centralized), as well as when in the payroll cycle the employee's forms were submitted and processed.
- An ACH contribution will be rejected if the ABA number or the CHET ID number is incorrect, if the account is not coded as "checking," if the employee's Social Security Number or Taxpayer Identification Number is missing, incorrect or incomplete, or if the employee's CHET account is not yet opened, or the CHET Payroll Direct Deposit Form has not yet been received in good order.
- All rejections are automatically returned to the employer via ACH.
- ACH rejections will continue to occur until the problem is appropriately resolved.
- The minimum contribution to a CHET account is \$15 per pay period per investment option for each beneficiary.
- Find digital materials and promotional tools at aboutchet.com/benefit.

QUESTIONS?

Learn more about the Connecticut Higher Education Trust (CHET) at aboutchet.com.

Access FAQs, explore investment options, use college savings tools, and more!

CHET college saving specialists are available Monday – Friday, 8 am – 8 pm ET at 888-799-2438.



Shawn T. Wooden
Connecticut State Treasurer

