



## 4 State of Connecticut Employee (Account Owner) Authorization and Signature

(You must sign exactly as your Account is registered.)

**By signing below**, I authorize the State of Connecticut, Office of the State Comptroller to deduct the amount designated in Section 3 from my wages or salary and to remit the amount deducted to the *Connecticut Higher Education Trust* for deposit into my Account(s) designated on this form. My participation in this payroll deduction is voluntary and I understand that I may end it upon written notice to the Program. I acknowledge that it may take up to 30 days to initiate, modify or cancel this payroll deduction upon receipt of paperwork in good order.

I also understand that neither State of Connecticut, Office of the State Comptroller or any employee of the State of Connecticut, Office of the State Comptroller, nor TIAA-CREF Tuition Financing, Inc. or its affiliates shall incur liability for errors or omissions made in the administration of my payroll deduction. I authorize the State of Connecticut, Office of the State Comptroller to recoup funds erroneously remitted on my behalf. TIAA-CREF Tuition Financing, Inc., and/or its agents, has the right to adjust my Account(s) for any contributions made on my behalf.

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

Date

### State of Connecticut Employee Checklist

This checklist has been developed to help State of Connecticut employees establish payroll deduction for their Program Account(s). Please read it carefully **before** completing this *State of Connecticut Employee Payroll Deduction Form*.

- ✓ Be sure to include both your State Employee ID and Social Security 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 only whole percentages to allocate your contributions and make sure that your total allocation equals 100%.
- ✓ Be sure to verify that the percentage allocation for each Account results in at least \$15 being contributed to each Investment Option (for each Beneficiary), per pay period.

**For example**, a \$60 payroll deduction per pay period could be allocated 25% into 4 Investment Options (4 x \$15 = \$60). There are other allocation choices, of course, but the dollar amount allocated to each Investment Option (for each Beneficiary) must be no less than \$15.

- ✓ Your form will be rejected in its entirety if your allocation for any Investment Option (for any Beneficiary) is not a whole percentage or if any allocation results in an amount of less than \$15 for any Investment Option (for any Beneficiary).
- ✓ Select from one or more of the following Investment Options for each Account you own:

Investment Option Name (Fund Code)	
Moderate Managed Allocation Option (Age based)	Social Choice Equity Option (2260)
Aggressive Managed Allocation Option (Age based)	Active Fixed Income Option (2253)
Conservative Managed Allocation Option (Age based)	Index Fixed Income Option (2281)
Active Equity Option (2282)	Principal Plus Interest Option (1956)
High Equity Option (1955)	Money Market Option (2261)
Equity Index Option (2251)	

- ✓ The State of Connecticut 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.
- ✓ Sign your name exactly as it appears on your existing Account or on the new *Account Application*, if applicable.
- ✓ Make a copy of this completed form for your records, and then mail the original form and your new *Account Application*, if applicable, to the Program at the address below.
- ✓ Use this *State of Connecticut Employee Payroll Deduction Form* to add, change or stop payroll deductions at any time.
- ✓ Obtain additional copies of this form, or of any Program form, by visiting [www.aboutCHET.com](http://www.aboutCHET.com) (and clicking on *Account Forms*) or by calling the Program.
- ✓ **Questions?** Visit [www.aboutCHET.com](http://www.aboutCHET.com) or call toll-free 1-888-799-CHET.

**Mail this form to:**

**Regular Mail**

Connecticut Higher Education Trust  
P.O. Box 150499  
Hartford, CT 06115-0499

Program Management by TIAA-CREF Tuition Financing, Inc.

CT 12/2014.EPD

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**Overnight Mail**

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