

# Employee Payroll Deduction Form

## Instructions

Please complete this form to establish, change or delete payroll deduction instructions on your existing Texas College Savings Plan<sup>SM</sup> account(s). If you do not have an account, please attach a completed application (one per beneficiary) or open an account online at [www.texascollegesavings.com](http://www.texascollegesavings.com). Before completing this form, check with your payroll department regarding the availability of this service. Your payroll department must complete an Employer Authorization Payroll Deduction Form before you can begin payroll deduction.

If you have any questions about this form, please call **1.800.445.GRAD (4723)**.

Please print clearly in all CAPITAL LETTERS using black ink. Color in circles completely. For example: ● not ⊗ not ✓

### 1 | Employee/Company Information

Employee's first name _____	Middle initial _____	Last name _____	Social Security number _____ (    )
Company name _____			Company phone number _____
Company contact _____			

### 2 | Payroll Deduction Information

- A.  Establish a new payroll deduction       Cancel existing deduction  
 Change allocation percentage       Change deduction amount

**B. Payroll Deduction Amount**

Indicate the amount to be deducted from your paycheck each pay period. The minimum investment is \$25 per month per portfolio.

Total Deduction Amount \$ \_\_\_\_\_

This dollar amount will be invested according to your Elected Investment Allocation on file at the time the assets are received. If you are establishing a new account, the assets will be invested according to your instructions on the Account Application.

Account number	Beneficiary's name	Percentage of deduction to be allocated to each account (full % only)
		.00%
		.00%
		.00%
		.00%
<b>Total</b>		<b>100.00%</b>



Employee's Signature

Date

*All Employees*

Make two copies of this Employee Payroll Deduction Form and:

1. Retain a copy for your records.
2. Provide a copy of this form to your Human Resources Department once you obtain your Texas College Savings Plan account number so they can initiate the payroll deduction.
3. Your Human Resources Department will send a copy of the Form to the Texas College Savings Plan at:

Texas College Savings Plan  
P.O. Box 173881  
Denver, CO 80217

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