

PLEASE FOLLOW THESE MAILING INSTRUCTIONS TO AVOID DELAYS IN PROCESSING

- Mail the completed form to Merrill Lynch at the address noted below.
- Merrill Lynch will then mail you the Authorization for Payroll Deduction Form for you to complete and provide to your employer.
- Provide the completed Authorization for Payroll Deduction Form to your employer to establish payroll deduction contributions to your account.

Note: To change the dollar amount of an existing payroll deduction instruction or to cancel an existing payroll deduction instruction, contact your employer directly.

For clients serviced by:

A Merrill Lynch Financial Advisor: Return to the address specified on your NextGen Account statement, or contact the Merrill Lynch office servicing your accounts.

A Maine Distribution Agent: Return to the following address:

Merrill Lynch
P.O. Box 29002
Hot Springs, AR 71903

Branch Office Use Only

Important: It is the responsibility of the Financial Advisor/Client Associate or Merrill Edge Advisory Center to use the IKS functionality to adjust the contribution percentages when NextGen 529 accounts are enrolled in the service.

Step	Action
1	To Access Allocation Screens <ul style="list-style-type: none">• From within ML Access, type IKS and press Enter.
2	<ul style="list-style-type: none">• Type the client's Social Security number in the PART SSN field and press Enter. <p>Important: Accounts that were not set up for payroll deduct on IKS will be listed; however, allocation percentages pertain only to those accounts that have been established through IKS. The allocation percentage for an account not established on IKS will be grayed out and its allocation percentage will display as 0%.</p>
3	To Create or Update a Contribution Percentage <ul style="list-style-type: none">• Click in the Contribution % field and type new percentage.• Repeat the process on additional accounts listed.• Type U in the Action field and press Enter. <p>Important: Contribution percentages must equal 100% and must be in whole percentages.</p> <p>Result: A message will indicate that the update was successful, or that the total contribution percentage does not equal 100% and must be adjusted.</p>

Clients Enrolled in Payroll Deduction prior to August 1, 2003

- Previous payroll deduction arrangements will remain in effect until your client directs their payroll provider to terminate that arrangement.
- If a client decides to enroll in payroll deduct, and also has an existing NextGen College Investing Plan payroll deduction arrangement, the client should be made aware that unless they terminate the existing arrangement, there will be two payroll deductions in effect.

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Code 6126-SEL-0617