Merrill Processing Instructions –
Please see reverse side

NextGen 529 *Payroll Deduction Allocation Form*

Please use this form to:
- Initiate new payroll deduction instructions
- Change existing payroll allocation percentages between NextGen 529 accounts
- A separate form must be submitted for any account that was funded with UGMA/UTMA assets and has a UGMA/UTMA trait.

Upon this request being processed, the participant will be sent an Authorization for Payroll Deduction Form, which must be provided to the employer to begin the processing of payroll deductions.

Note:To change the dollar amount of an existing payroll deduction instruction or to cancel an existing payroll deduction instruction, the employer must be contacted.

1. Participant Information

Last Name First Name M.I.

( ) ( )
Home Phone Business Phone

Street Address (No P.O. Boxes)

Name of Employer

City State ZIP Code Country

Mailing Address (if different from permanent address)

City State ZIP Code Country

2. Payroll Deduction Instructions

Type of Instructions: New Payroll Deduction Election Change Existing Allocation Percentage

NextGen 529 Account Number (not required if you are establishing a new account)	**Beneficiary's Name**	**Percentage of deduction to be allocated to each NextGen 529 account** (full % only)
		%
		%
		%
		%
		%
	Total Allocation	**100** %

Participant/Employee Signature

I hereby authorize to have payroll deduction contributions allocated to the NextGen 529 Accounts for the beneficiaries indicated above. I understand that the amounts contributed will be invested in the NextGen 529 portfolios based on the investment allocations for each respective account. I further understand these instructions will continue until I notify Merrill to change these allocations or until the employer is notified to discontinue such payroll deductions.

If I am an individual or entity, other than the Participant, authorizing payroll deductions, I acknowledge that I will have no subsequent control over the contributions and that only the Participant may direct transfers, rollovers, investment changes (as permitted under federal law), withdrawals and changes to the Designated Beneficiary.

Signed _____ _____
Participant Date

X_____ _____ _____
Employee's Signature (required if payroll deductions are made by a person/entity other than the Participant) Name of Employer Date

Code 6126-DIR-1025

PLEASE FOLLOW THESE MAILING INSTRUCTIONS TO AVOID DELAYS IN PROCESSING

1. Mail all pages of the completed form to Merrill at the address noted below.
2. Merrill will then mail you the Authorization for Payroll Deduction Form for you to complete and provide to your employer.
3. 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.

Regular mail:
Merrill Document Processing
PO Box 31024
Tampa, FL 33631-3024

Overnight mail:
Merrill Document Processing
FL1-908-01-36
4909 Savarese Cir
Tampa, FL 33634

Merrill Use Only

Important: 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** • From within ML Access, type IKS and press **Enter.**
2	• Type the client's Social Security number in the PART SSN field and press **Enter.** **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%.
3	**To Create or Update a Contribution Percentage** • 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.** **Important:** Contribution percentages must equal 100% and must be in whole percentages. **Result:** A message will indicate that the update was successful, or that the total contribution percentage does not equal 100% and must be adjusted.

Clients Enrolled in Payroll Deduction prior to August 1, 2003

- Previous payroll deduction arrangements will remain in effect until the client directs their payroll provider to terminate that arrangement.
- If a client decides to enroll in payroll deduct, and also has an existing NextGen 529 payroll deduction arrangement, the client should be made aware that unless they terminate the existing arrangement, there will be two payroll deductions in effect.

Employer Processing Instructions

Please establish Automatic Clearinghouse (ACH) instructions for the dollar amount indicated above using the following information:

Transmittal must be coded for: Checking

Bank Name: Bank of America, N.A.

Transit Routing Number (ABA): 084301767

ACH Account Number: 333+ Account Owner's SSN + 22999

Example: If the Account Owner's SSN is 123456789, the ACH number should be entered as 333 123456789 22999. You do not need to include spaces when actually entering this information.

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