

How to Set Up Payroll Direct Deposit from Sandia to The Education Plan

Setting up direct deposit with The Education Plan and Sandia National Laboratories is a simple two-step process. It's important to complete both steps outlined in this guide to ensure your contributions are deposited correctly.

- Recurring contributions can be set to as little as \$1.
- You can update contributions at any time by repeating both steps outlined below.

STEP 1: Submit to The Education Plan

STEP 2: Set up with Sandia

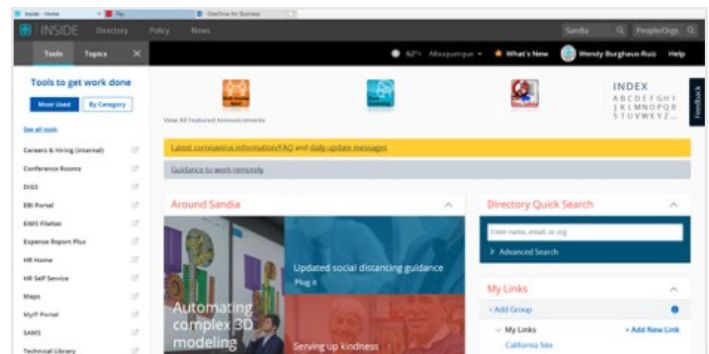
Step 1: Submit the payroll direct deposit instruction to The Education Plan.

This process walks you through logging into your account with The Education Plan and submitting the direct deposit amount. **Please note: The amount you submit to The Education Plan must match the amount you set up with Sandia in Step 2. See pages 2–6 for instructions.**



Step 2: Set up direct deposit with Sandia.

This process walks you through logging into Inside, formerly TechWeb, to add direct deposit as an option to your account. See pages 7-10 of this guide for instructions.



When adding or updating your direct deposit from Sandia to The Education Plan, you must complete both Steps 1 and 2.

Step 1: Submit the payroll direct deposit instruction to The Education Plan.

1. Login and go to the Payroll Direct Deposit section of the website to start, edit, or stop your Payroll Direct Deposit Instructions. You will notice in the screenshot below, this person does not currently have Payroll Direct Deposit instructions so the column shows \$0.00 per pay check. To change your instructions, click on the “Change payroll instruction” button.

The Education Plan®
A little today goes a long way

Log off

Payroll Direct Deposit

[Profile](#)
[Bank Information](#)
[Payroll Direct Deposit](#)
[Delivery Preferences](#)
[Password & Security Features](#)
[Statements, Confirms & Tax Forms](#)
[Beneficiaries](#)
[Successors](#)
[Rep/Advisors](#)
[Authorized Agents](#)
[Interested Parties](#)
[Trusted Contact](#)

Your payroll direct deposit instruction

Employer	No employer is associated	
Employee status	Not specified	
Employer ID	Not specified	
Employee ID		

Account number	Beneficiary	Amount per paycheck
XXXXXXXXXXXX	XXXXXXXXXXXX	\$0.00
Total		\$0.00

[Change payroll instruction](#)

Step 1: Submit the payroll direct deposit instruction to The Education Plan.

2. Once you click on that button, you will be brought to the following screen. Here you can enter how much you would like to allocate to your beneficiary.

The Education Plan®
A little today goes a long way

Log off

Payroll Direct Deposit

Employer: Select
Employee status: Select
Employee ID: [text box]

Change instruction
 Review instruction
 Submit to employer

Choose amount

How much do you want to contribute from your paycheck each pay period?
Contributions must be at least \$1.00 per account for each beneficiary.
Enter \$0 for any account to request to stop allocating contributions to that account. Enter \$0 for all accounts for all beneficiaries to request to stop your payroll direct deposit entirely.

Account number	Beneficiary	Amount per paycheck
XXXXXXXXXX	XXXXXXXXXX	\$ 0
Total		\$0.00

3. In this example, we selected \$50 for the account.

Account number	Beneficiary	Amount per paycheck
XXXXXXXXXX	XXXXXXXXXX	\$ 50
Total		\$50.00

Step 1: Submit the payroll direct deposit instruction to The Education Plan.

4. After clicking “Next” on the previous screen, you will be asked to review your new instructions. If you want to make any changes, select “Previous” otherwise, click Submit.

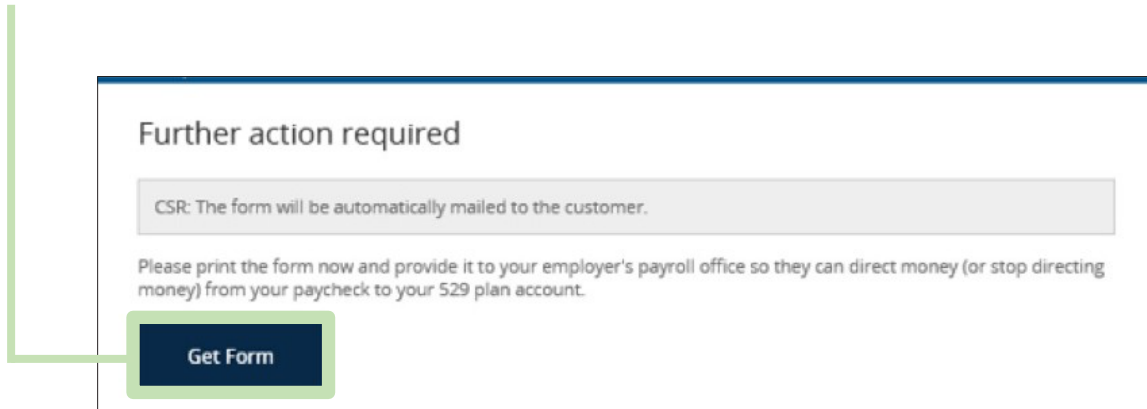
The screenshot shows the 'Review your instruction' page. At the top, there is a header with 'The Education Plan' logo and tagline 'A little today goes a long way', and a 'Log off' link. Below the header is a navigation bar with a home icon and 'Payroll Direct Deposit'. The main content area is titled 'Review your instruction'. On the left, there is a summary box with the following details: Employer: No employer is associated; Employee status: Not Specified; Employer ID: Not specified; Employee ID: (blank). Below this is a note: 'If this summary is correct, press "Submit". You will be able to print the form for your employer's payroll office on the next page.' A table follows with columns: Account number, Beneficiary, Amount per paycheck, and Percent allocation. The table contains one row with masked account numbers, \$50.00, and 100.00%, and a 'Total' row with \$50.00 and 100%. On the right side, there are three radio buttons: 'Change instruction' (unselected), 'Review instruction' (selected), and 'Submit to employer' (unselected). At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Submit'.

5. Once you select “Submit” you will be presented with the following confirmation screen, along with direction to PRINT the Payroll Instruction form that you can use to set up your direct deposit from Sandia’s HR Self Service Homepage.

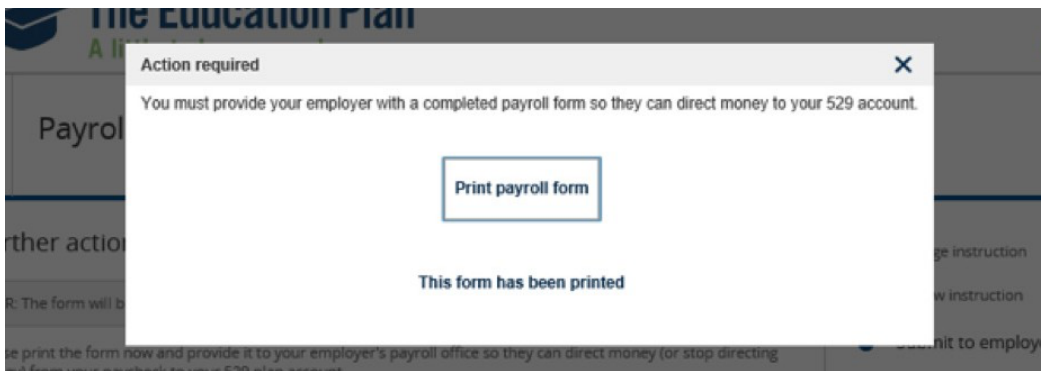
The screenshot shows the 'Further action required' page. At the top, there is a header with 'The Education Plan' logo and tagline 'A little today goes a long way', and a 'Log off' link. Below the header is a navigation bar with a home icon and 'Payroll Direct Deposit'. The main content area is titled 'Further action required'. It contains a message: 'CSR: The form will be automatically mailed to the customer.' Below this is a note: 'Please print the form now and provide it to your employer's payroll office so they can direct money (or stop directing money) from your paycheck to your 529 plan account.' A 'Get Form' button is present. Below this is another note: 'Follow your employer's procedures for communicating this information. Some employers may enable you to submit payroll requests electronically through their payroll system.' A summary box follows with the same details as the previous screen: Employer: No employer is associated; Employee status: Not Specified; Employer ID: Not specified; Employee ID: (blank). A table follows with columns: Account number, Beneficiary, Amount per paycheck, and Percent allocation. The table contains one row with masked account numbers, \$50.00, and 100.00%, and a 'Total' row with \$50.00 and 100%. On the right side, there are three radio buttons: 'Change instruction' (unselected), 'Review instruction' (unselected), and 'Submit to employer' (selected). At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Submit'.

Step 1: Submit the payroll direct deposit instruction to The Education Plan.

6. When you select “Get Form” the prefilled form will generate for you to print and use to set up your direct deposit from Sandia’s Self Service Homepage. This has the routing number, 529 account number, and instructions to use as “Checking” account.



7. The following pop-up will show up when “Done” is selected in the previous screen, as a final reminder to print the payroll form.



Step 1: Submit the payroll direct deposit instruction to The Education Plan.

8. The following screenshot shows you what it looks like in your account when the instructions are submitted.

The screenshot displays the 'Payroll Direct Deposit' page on The Education Plan website. The header includes the logo and tagline 'The Education Plan® A little today goes a long way' and a 'Log off' link. The main navigation bar shows a home icon and the page title 'Payroll Direct Deposit'. A left sidebar contains a menu with options: Profile, Bank Information, Payroll Direct Deposit (highlighted), Delivery Preferences, Password & Security Features, Statements, Confirms & Tax Forms, Beneficiaries, Successors, Rep/Advisors, and Authorized Agents. The main content area is titled 'Your payroll direct deposit instruction' and contains a table with the following data:

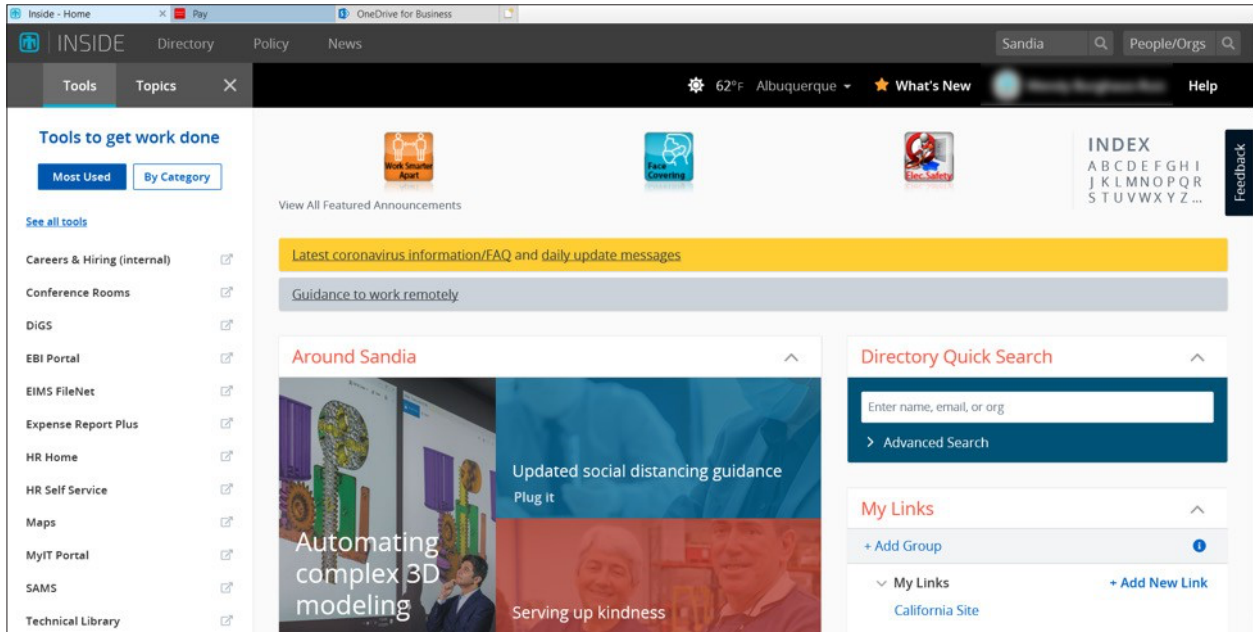
Employer	No employer is associated	
Employee status	Not specified	
Employer ID	Not specified	
Employee ID		

Account number	Beneficiary	Amount per paycheck
XXXXXXXXXX	XXXXXXXXXX	\$50.00
Total		\$50.00

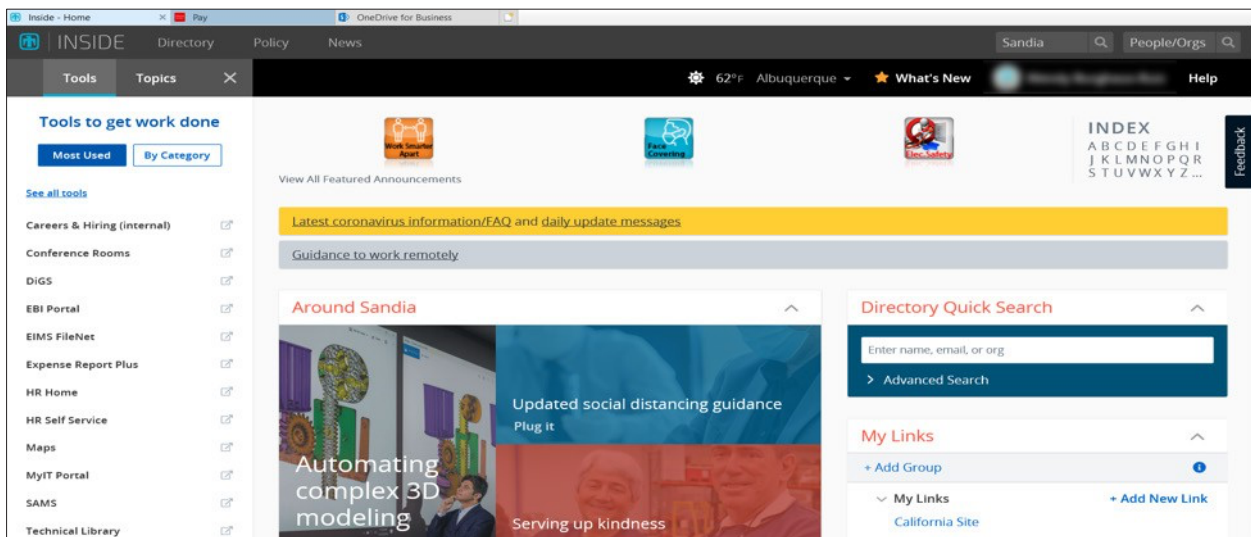
Below the table is a button labeled 'Change payroll instruction'.

Step 2: Set up direct deposit with Sandia.

1. Go to Inside (Formerly Techweb)



2. Select HR Self Service

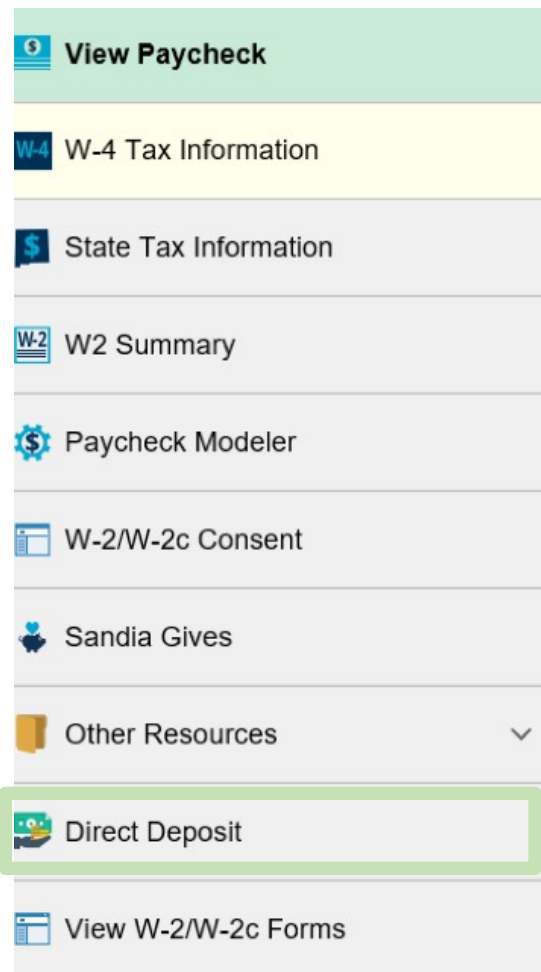


Step 2: Set up direct deposit with Sandia.

3. On the HR Self Service page select “Pay & Taxes”



4. Select “Direct Deposit”



Step 2: Set up direct deposit with Sandia.

5. Select the plus (+) sign to add a direct deposit

Direct Deposit

Validate your bank routing number and account number with your bank prior to making any updates to your direct deposit. Incorrect data entry may be rejected by your bank and delay receipt of payment. Changes to your direct deposit will take effect on the next pay period. Only one change per day is allowed.

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings1	Direct Deposit	XXXXXXXX	XXXXXXXX	Savings	\$50.00

Direct Deposit

Add Account

Cancel Save

*Nickname

*Payment Method

Bank

Routing Number *i*

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount or Percent

Step 2: Set up direct deposit with Sandia.

6. Enter the following information:

- **Nickname:** The Education Plan
- **Routing Number:** 011001234
- **Account Number:** Enter your account number from the The Education Plan.
- **Account Type:** Checking
- **Deposit Type:** Amount
- **Amount:** How much you would like deposited to your account with The Education Plan.
This must match your direct deposit election you entered with The Education Plan

NOTE: You will have to change the primary direct deposit amount to “Remaining Balance”, or make sure the % elected for each Direct Deposit adds up to 100%

Click Save. Your Direct Deposit with The Education Plan is all set up to be sent from Sandia each pay period.

The screenshot shows a web form titled "Direct Deposit" with a sub-header "Edit Account". The form contains the following fields and sections:

- Cancel** button (top left)
- Save** button (top right, highlighted with a green box)
- *Nickname:** Text input field containing "Education Plan"
- *Payment Method:** Dropdown menu set to "Direct Deposit"
- Bank** section:
 - Routing Number:** Text input field containing "011001234" with an information icon (i)
 - Account Number:** Text input field with a pencil icon (edit)
 - Retype Account Number:** Text input field
- Pay Distribution** section:
 - *Account Type:** Dropdown menu set to "Checking"
 - *Deposit Type:** Dropdown menu set to "Amount"
 - Amount:** Text input field
- Remove** button (bottom center)

Step 1: Addendum/Note

If you don't have access to Sandia's HR Self Service Homepage, you can submit the Payroll Direct Deposit form directly to HR using the Paper Form.


Submitting Payroll Direct Deposit Instruction via PAPER FORM

1. You can also set up Payroll Direct Deposit by filling out the Payroll paper form.

DO NOT STAPLE


195420_PY_ES_NM 0919 — Page 1 of 2


The Education Plan®
Payroll Direct Deposit Form




- Use this form to start, change, or stop payroll direct deposit instructions on your existing account(s) in **The Education Plan**. You may also provide your payroll direct deposit instructions when you log on to our website at theeducationplan.com. *(If you have not established an Account, you must also complete and enclose an **Enrollment Form**.)*
- After this form is processed, you will receive a **Payroll Direct Deposit Confirmation Form**, which you must sign and submit to your employer's payroll department. Your payroll direct deposit instructions will not take effect until your employer has processed your signed form.
- Type in your information and print out the completed form, or print clearly, preferably in capital letters and black ink. Mail the form to the address listed. Do not staple.

Forms can be downloaded from our website at theeducationplan.com, or you can call us to order any form—or request assistance in completing this form—at **1.877.337.5268**, Monday to Friday 8 a.m. to 7 p.m. MT.

**1.877.337.5268**
Monday to Friday 8 a.m. to 7 p.m. MT

**theeducationplan.com**

**617.559.8953**

Regular mailing address:
The Education Plan
PO Box 219331
Kansas City, MO 64121-9331

Overnight mailing address:
The Education Plan
920 Main Street, Suite 900
Kansas City, MO 64105-2017

1 Account Owner Information

□□□□□□□□□□ – □□

2. Once this form is received in the mail, we will setup the instructions for you.

3. We will then mail back the payroll instruction form, so that you can complete your part of the process as described in Step 6 above.

Example of the payroll instruction form with cover letter:

Month dd, cyyy

Dear [First Name] [MI] [Last Name],

Thank you for choosing to save with The Education Plan.

We recently processed your payroll direct deposit request. To initiate these changes with your employer, you must do the following:

1. **Complete Step 1 of the enclosed Payroll Direct Deposit Form with your signature, SSN, and the date.**
2. **Give the completed form to your employer's payroll contact.**

By taking these steps, you can help ensure that your future contributions go to work for you as soon as possible. Please note that in some instances your employer's payroll office may require one complete pay period to implement your payroll direct deposit instructions. Consequently, you may experience one pay period without a payroll direct deposit for your account.

If you have any questions, please visit our website at theeducationplan.com or call a Client Service Representative at **1.877.337.5268** Monday through Friday from 8:00 a.m. to 7:00 p.m. MT.

Sincerely,

The Education Plan



Example of The Education Plan Payroll Direct Deposit Form:

Step 1. Employee Instructions

Please sign this page, include your Social Security number and the date, and submit it to your employer's payroll office. Your employer will initiate or change your payroll direct deposit after they receive this form.

Employee Name: _____

Total amount to be deposited per pay period: 82.00

Employee Signature

Employee SSN

Date

Step 2. Employer Instructions: Establish Payroll Direct Deposit Instructions on Your Payroll System

For Employers Transmitting Funds by ACH:

Provide the following information with your transmittal. When completing an ACH electronic transfer, the transmittal must be coded for checking.

ABA Number

011001234

Account Number

580123456789

Note: The account number is a 12-digit field. The first 3 digits identify the bank account of The Education Plan. The last 9 digits are the first nine digits of the employee's account number in The Education Plan.

If you have any questions, please visit theeducationplan.com or call a Client Service Representative at **1.877.337.5268**, Monday through Friday from 8:00 a.m. to 7:00 p.m. MT.

