



# Employer Authorization— Payroll Deduction Form

## Instructions

Please complete this form to establish payroll deductions for the Texas College Savings Plan® for your employees. This form must be completed and submitted prior to the Plan’s acceptance of contributions from any of your employees.

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

If you have any questions, please call us at **800-445-GRAD (4723), option #3**, Monday through Friday from 8am to 6pm Central Time.

Once completed, please send or fax this form to Texas College Savings Plan at the following address:

**Regular Mail:**

The Texas College Savings Plan  
P.O. Box 540010  
Omaha, NE 68154

**Fax: 402-431-4452**

### 1 | Employer Information

Company name		Federal Tax ID number	
Company street address	City	State	Zip
Contact person	( ) Telephone number		
Title	( ) Fax number		
Email address	Number of employees in company		

*Continued on next page*

## 2 | Payroll Information

- A. Approximate date company plans to begin payroll deduction (mm/yyyy): \_\_\_\_\_
- B. Frequency of deposits:  Weekly  Biweekly  Monthly  Quarterly  Other \_\_\_\_\_
- C. Do you use a third-party vendor?  No  Yes, name of vendor: \_\_\_\_\_
- D. How do you intend to send in contributions?
- Via check—You must send a spreadsheet of employee names, account numbers and dollar amounts.**  
Fax to 402-431-4452 or email to [tcsp@orion.com](mailto:tcsp@orion.com).  
Make check payable and mail to the Texas College Savings Plan:  
Texas College Savings Plan  
P.O. Box 540010  
Omaha, NE 68154
  - Via wire for ALL employees—Please send one consolidated contribution amount for ALL employees using the instructions below. You must send a spreadsheet of employee names, account numbers and dollar amounts.**  
Fax to 402-431-4452 or email to [tcsp@orion.com](mailto:tcsp@orion.com).  
Send wires as follows:  
First National Bank  
ABA# 104000016  
Account Name: Texas 529 Plan  
Account# 110427887  
For Further Credit: *(insert Company Name)*  
For Further Credit Account Number(s): *(insert applicable account numbers)*
  - Via ACH for EACH employee by account number—Send an Individual ACH for EACH employee using these instructions:**  
First National Bank  
ABA # 104000016  
Account # 9108369 \_\_\_\_\_  
(Your employee's 10-digit account number)

The Texas College Savings Plan® (“Plan”) is administered by the Texas Prepaid Higher Education Tuition Board (“Board”). Orion Advisor Solutions, Inc. is the plan manager. The Plan and the Board do not provide legal, financial, or tax advice and participants in the Plan should consult a legal, financial, or tax advisor before investing. Fees and charges for the most recent quarter are available on our website at: [www.texascollegesavings.com/expenses](http://www.texascollegesavings.com/expenses).

Non-residents of Texas should consider whether their home state, or the beneficiary's home state, offers its residents any tax or other state benefits, such as financial aid, scholarship funds, and protection from creditors, that are only available for participants in that state's plan.

An account could lose money including the principal invested. No part of an account is a deposit or obligation of, or is guaranteed or insured by, the Board, the state of Texas, or any agency or agent thereof. Interests in the Plan have not been registered with or approved by the SEC or any state. Investors should carefully consider the investment objectives, risks, fees, charges, and expenses associated with municipal fund securities. The Board may suspend, modify, or terminate the Plan or change investment approaches, offerings, and/or underlying investment funds at any time and without the consent of account owners or beneficiaries. The Plan Description and Savings Trust Agreement contain this and other important information about the Plan and may be obtained by visiting [www.texascollegesavings.com](http://www.texascollegesavings.com) or calling 800-445-GRAD (4723), option #3. Investors should read all Plan documents carefully before investing.

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