



Employer Quick Guide

STEP 1 – Register your organization: Registration helps us communicate with your organization with news, updates and important information you can share with employees. It takes just a few minutes to register your workplace by completing the [Employer Registration Form](#) or emailing our Community Engagement Team at WA529Outreach@wsac.wa.gov with the information below. We'll contact you when your registration is complete and share the next steps.

- Name and contact information for your Payroll, Human Resources, **and** Benefits Representatives.
- Your payroll frequency.
- Your organization's Employer Identification Number (EIN)
- Mailing address for your organization.

STEP 2 – Receive Payroll Direct Deposit Authorization Forms from employees and use the following details for sending employee contributions.

GET Prepaid Tuition Plan	WA529 Invest Plan
<p>Submit payroll contributions through two options:</p> <ul style="list-style-type: none"> • Electronic Funds Transfer <ul style="list-style-type: none"> ○ Send an electronic payment to GET's bank account: <ul style="list-style-type: none"> ○ Account Number: 153910882577 ○ Routing Number: 123000848 ○ Email your backup document to GETPayroll@wsac.wa.gov • Paper Check – Mail a paper check payable to "GET" along with your backup document to: <p>GET Program P.O. Box 24851 Seattle WA 98124-0851</p> 	<p>Submit payroll contributions by Automated Clearing House (ACH) transfer:</p> <ul style="list-style-type: none"> ○ Code the account type (i.e., deposit) as "Checking" ○ Routing Number: 011001234 ○ Account Number: 715XXXXXXXXX <p><i>The account number is a 12-digit field. The first 3-digits identify the bank account for WA529 Invest. The last 9-digits are the first 9-digits of the employee's WA529 Invest account number.</i></p>
<p>NOTE:</p>	<p>NOTE:</p> <ul style="list-style-type: none"> • The employee must be the Account Owner of the respective WA529 Invest account. An employee

<ul style="list-style-type: none"> • All employee deduction amounts must be aggregated and submitted as one lump sum payment for each pay cycle. • Create a backup document or spreadsheet that lists each participant's name and payroll direct deposit amount. Submit with each payment so that we can correctly match your employees' contributions with their accounts. 	<p>may <u>not</u> contribute payroll direct deposits into an account owned by their spouse, or by anyone else.</p> <ul style="list-style-type: none"> • The Plan only accepts payroll contributions by ACH funds. If the employer cannot support ACH funds as the preferred method of payment, then the employee should consider setting up automatic monthly contributions through the Plan from their personal bank account, rather than through payroll direct deposit. • Washington State Employees cannot currently use Payroll Direct Deposit for a WA529 Invest Account.
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STEP 3 – Keep WA529 updated:

If any of your organization's information changes (address, payroll contact individuals, phone numbers, etc.), notify us as soon as possible.

GET questions?	WA529 Invest questions?
<p>GET Payroll at getpayroll@wsac.wa.gov</p> <p>800.955.2318</p> <p>GET Program P.O. Box 43430 Olympia, WA 98504-3430</p> <p><i>(Correspondence only – no payments to this address)</i></p>	<p>1-844-529-5845</p> <p>WA529 Invest PO Box 219072 Kansas City, MO 64121-9072</p>