

# MESP WORKPLACE SAVINGS

## SETTING UP PAYROLL DIRECT DEPOSIT

### 1 Choose your direct deposit amount on MIsaves.com

Log into your account at MIsaves.com. Go to the “Profile & Documents” section on the home screen and select “Payroll Direct Deposit,” then “Change Payroll Instructions.” Enter the **dollar amount per paycheck** (and per beneficiary if you have more than one account to be contributed per paycheck). Select “Next.” View or print the payroll direct deposit instructions by selecting “Get Form.”

### 2 Inform your employer how much you’d like sent to your MESP account(s) each pay period

Follow the payroll direct deposit instructions you printed or viewed in Step 1. Input the routing instructions into your **employer’s self-service portal**. If your employer does not offer a self-service portal, provide the printed and completed form to your payroll office.

#### DIRECT DEPOSIT ROUTING INSTRUCTIONS: (FOR YOUR EMPLOYER)

- Account Type: Checking
- ABA Number: 011001234
- **Account Number: 590 + first 9 digits** of your MESP account number

#### HAVE QUESTIONS?

- Resources and online accounting access at MIsaves.com
- Schedule an appointment with an MESP college savings enrollment specialist at MIsaves.com/appointments
- Sales & Service center available at 877-861-6377



#### IMPORTANT TIP:

If you are funding more than one MESP account through payroll direct deposit, only add ONE payroll deduction in the TOTAL amount of all MESP account contributions for each pay period.

Example: You have two MESP accounts that you indicated in Step 1 will each receive \$25 per paycheck. In your employer’s self-service portal, or via your payroll direct deposit instructions form, list one deduction in the amount of \$50. Your first contribution may take up to 1-3 pay periods.

Need Help?  
Scan Here.



Michigan’s direct-sold 529 College Savings Program

MIsaves.com | 1-877-861-MESP

Program Administrator, Michigan Department of Treasury.

To learn more about the Michigan Education Savings Program, its investment objectives, risks, charges and expenses see the Program Description at MIsaves.com before investing. Read it carefully. Investments in the Plan are neither insured nor guaranteed and there is the risk of investment loss. TIAA-CREF Individual & Institutional Services, LLC, Member FINRA, distributor and underwriter for the Michigan Education Savings Program.

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