



Florida 529 Savings Plan Payroll Deduction Payment Instructions

The payroll deduction payment for the Florida 529 Savings Plan may be submitted by check by following the steps below. Backup showing payment distribution must accompany each payment.

Payment should be submitted after each pay period (paycheck).

For assistance, please call **1.800.552.GRAD (4723)** and ask to speak with our **Payroll Specialist** or email payrolldeduction@florida529plans.com.

OPTION I – Payment By Check

STEP 1: If you submit your payment by check, you must include backup for payment distribution to include:

Savings Plan Account Number	Deduction Amount	Plan Account Owner Name
6-9 digits	Up to 6 digits plus 2 decimal points	No restrictions

STEP 2: Make your check payable to the Florida 529 Savings Plan. Please include your company name and Federal Tax ID number on the check.

STEP 3: Mail the check and Payroll Deduction Roster to:
Florida 529 Savings Plan
P.O. Box 31483
Tampa, FL 33631-3483

OPTION II – Payment By Electronic Funds Transfer (EFT)

STEP 1: If you submit your payment by EFT, you must submit the same backup noted in Step 1 above for payment distribution via:

- Email: payrolldeduction@florida529plans.com
- Fax: 850.309-1766

STEP 2: Send your electronic funds transfer to:

Bank Name:	Wells Fargo	Memo Field 1:	Company Name
ABA Routing Number:	121000248	Type of Account:	Checking
Bank Account Number:	2000014951965		