



**PAYROLL DEDUCTION FORM - STATE OF ILLINOIS EMPLOYEES ONLY**

- You must have an established College Illinois!® prepaid tuition account(s) in order to submit this request for payroll deduction.
- Please complete this form to establish, change or terminate a payroll deduction for your existing College Illinois! account(s).
- Payroll deduction is only available for College Illinois! accounts set up for monthly payments. No payroll deduction can be processed for one-time payments or annual payment plans.
- You may be required to make your monthly payment by check to College Illinois! until this payroll deduction begins in order to avoid late fees that may assess.
- The State of Illinois employee named on this form must be the account owner (Purchaser) of the College Illinois! account.
- Make two copies of this form and:
  - Submit the original form to College Illinois!, 500 West Monroe, 3rd Floor, Springfield IL 62704
  - Provide a copy to your payroll office so they can initiate, change or terminate the payroll deduction for your College Illinois! account
  - Keep a copy for your records.
- Questions should be directed to the College Illinois! toll-free number, 1-877-877-3724.

**Employer Information**

Employer: State of Illinois

State Agency or Department: \_\_\_\_\_

Payroll schedule and/or pay dates: Pay dates: \_\_\_\_\_ day of the month and \_\_\_\_\_ day of the month

Name of Payroll Office Contact Person: \_\_\_\_\_

Payroll Office Address: \_\_\_\_\_

Payroll Office Phone Number: \_\_\_\_\_

**Employee Information**

Account Owner / Employee Name: \_\_\_\_\_

Account Owner / Employee Daytime Phone Number: \_\_\_\_\_

**Payroll Deduction Information – for up to three different College Illinois! accounts**

**First Account:**

College Illinois! Account Number: \_\_\_\_\_

Please select one: \_\_\_\_\_ New designation of payroll deduction  
 \_\_\_\_\_ Change in amount of payroll deduction  
 \_\_\_\_\_ Termination of payroll deduction  
 Effective date of payroll termination: \_\_\_\_\_  
 \_\_\_\_\_ Transfer to new agency

Indicate the amount to be deducted from your paycheck each pay period. Your College Illinois! monthly payment should be divided by the number of pay periods each month to determine the deduction amount per **pay period**. The amount deducted each **month** must be equal to or more than the scheduled monthly payment for the College Illinois! plan you purchased.

Deduction Amount per pay period: \$ \_\_\_\_\_

**Second Account, if applicable:**

College Illinois! Account Number: \_\_\_\_\_

- Please select one:
- New designation of payroll deduction
  - Change in amount of payroll deduction
  - Termination of payroll deduction
    - Effective date of payroll termination: \_\_\_\_\_
  - Transfer to new agency

Indicate the amount to be deducted from your paycheck each pay period. Your College Illinois! monthly payment should be divided by the number of pay periods each month to determine the deduction amount per **pay period**. The amount deducted each **month** must be equal to or more than the scheduled monthly payment for the College Illinois! plan you purchased.

Deduction Amount per pay period: \$ \_\_\_\_\_

**Third Account, if applicable:**

College Illinois! Account Number: \_\_\_\_\_

- Please select one:
- New designation of payroll deduction
  - Change in amount of payroll deduction
  - Termination of payroll deduction
    - Effective date of payroll termination: \_\_\_\_\_
  - Transfer to new agency

Indicate the amount to be deducted from your paycheck each pay period. Your College Illinois! monthly payment should be divided by the number of pay periods each month to determine the deduction amount per **pay period**. The amount deducted each **month** must be equal to or more than the scheduled monthly payment for the College Illinois! plan you purchased.

Deduction Amount per pay period: \$ \_\_\_\_\_

**Authorization**

Total Deduction Amount per pay period: \$ \_\_\_\_\_

**This amount must be equal to the total of the deduction amounts specified above for each account.**

**I hereby authorize my employer to deduct the designated amount from my salary each pay period and remit such payment to the College Illinois! Prepaid Tuition Program for credit to the account(s) designated above. I understand that no funds will be deducted if my paycheck is less than the amount to be deducted and that it is my responsibility to notify College Illinois! if there are not sufficient funds to cover the payroll deduction and my prepaid tuition contract payment. This authorization will continue until I terminate it in writing to my employer and College Illinois!.**

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Signature of Purchaser \_\_\_\_\_ Date \_\_\_\_\_

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NOTICE

Purchasers who knowingly supply fraudulent documentation will be denied the opportunity to participate in the program. In the event a College Illinois! contract has been revised based upon fraudulent documentation, the contract will be terminated subject to the assessment of a termination charge up to \$500.



## PROCEDURES FOR PAYROLL DEDUCTION FOR STATE OF ILLINOIS EMPLOYEES

The College Illinois!® 529 Prepaid Tuition Program offers payroll deduction for State of Illinois employees who elect to make monthly payments to purchase their prepaid tuition plan. After an employee enrolls in College Illinois!, they may designate their monthly payment to be automatically deducted from their State of Illinois paycheck in two equal installments. Payroll deduction is only available for College Illinois! accounts set up for a monthly payment option. No payroll deduction can be processed for other payment options offered by the program (one-time payments or annual payment plans).

### **Payroll Office Instructions:**

- The College Illinois! Program will make payroll deduction authorization forms available to State of Illinois employees who enroll in the prepaid tuition program or your office may distribute them.
- The employee should complete the Payroll Deduction Form and:
  - Submit the original form to College Illinois!, 500 West Monroe, 3rd Floor, Springfield, IL, 62704.
  - Provide a copy to your office so you can initiate the payroll deduction for the College Illinois! account(s)
  - Keep a copy for their records.
- Your payroll office should make arrangements for deducting the **total deduction amount** as designated on the form and authorized by the employee during each pay period.
- This payroll deduction should be withheld using **Misc. Payroll Deduction Code #08**, as designated by the Office of the State Comptroller for the College Illinois! prepaid tuition program.
- The Comptroller's office will collect all funds designated for **Misc. Payroll Deduction Code #08** and forward those funds to College Illinois!, 500 West Monroe, 3rd Floor, Springfield, IL, 62704.
- The employee is responsible for completing the Payroll Deduction form to begin a new deduction, to terminate the deduction, to change the amount withheld or if they transfer to a new agency.
- The State of Illinois employee designating the payroll deduction must be the account owner (purchaser) of the College Illinois! account. If there is no established College Illinois! account or the payment option for the prepaid tuition contract is something other than a monthly payment, program staff will contact the state employee to advise of the options available to the employee.

**COLLEGEILLINOIS.ORG**  
**[ISAC529HELP@ISAC.ILLINOIS.GOV](mailto:ISAC529HELP@ISAC.ILLINOIS.GOV)**