

Employers: Looking to allow your employees to contribute to their 529 accounts using payroll deduction? You can use this form to establish a corporate-sponsored 529 plan in the BlackRock CollegeAdvantage 529 Plan. This form is intended to provide BlackRock with enough information to help you establish your plan and assist you with the process. It is not intended as a commitment to any one method of contribution.

By completing this form, you can provide us with information on your company and the Investment Dealer you assign to your plan. We will establish your company plan in our system and assign a Group Plan ID, a number that identifies your company plan and will link every participant to your plan.

What are the benefits of establishing a company-sponsored 529 Plan to the Employer?

There are several benefits to using payroll deduction:

- ▶ Link your participating employees (“participants”) together using the Group Plan ID
- ▶ Website access to our Payroll Administrator website, which provides:
 - Plan-level details showing the market value of the plan, number of employees, **financial professional** information, etc.
 - Ability to update contribution amounts, allocations for participants, and to process the purchase using your provided bank information
 - Ability to view transaction data for each participant, with advanced search to limit or expand data, as well as export data to Microsoft Excel
- ▶ Employees are encouraged to save for college expenses, and provided a convenient method to do so
- ▶ New Account Applications and Payroll Deduction forms pre-filled with your company name, Group Plan ID, and your Investment Dealer information makes signing up easier for your employees

What are the benefits to the participant?

When you establish a payroll deduction plan, you are able to link all of your participating employees (“participants”) together using the Group Plan ID.

- ▶ Participants will not be charged the annual \$25 Account Maintenance fee
- ▶ Allows participants the convenience of having funds taken directly from their paycheck
- ▶ May be allowed to invest less than the minimum of \$25 per Investment Option
- ▶ If a corporate-sponsored plan has 250 participants or more, the plan may qualify for purchases at net asset value (“NAV”)

What methods of contribution does BlackRock offer?

We can accommodate the following methods of contributions:

- ▶ Contributions via ACH using the BlackRock Payroll Administrator website
- ▶ Contribution via check (payable to “BlackRock” or “BlackRock CollegeAdvantage”)
- ▶ Contribution via wire
- ▶ Individual direct deposit (via ACH, “automated clearing house”)
- ▶ Automatic Investment Plan (“AIP”), direct from the participant’s checking or savings account

What is needed to begin a company-sponsored plan in the BlackRock CollegeAdvantage 529?

BlackRock only needs a few items to get you started:

1. Complete this form with your company information, primary contact, and the Investment Dealer that you want listed for your plan (this would be the “default” financial professional for your employees, if they do not select their own)
2. Depending upon which contribution method you select, we may have a conference call to help you establish
3. Each participant would complete a 529 New Account Application (to establish their account) and a Payroll Deduction Authorization Form (to enroll or update payroll deduction and provide allocations for each beneficiary’s account)

Instructions for Selecting a Contribution Method

Employer: This authorization form must be completed prior to BlackRock CollegeAdvantage accepting contributions from any of your employees. If you work with a third-party payroll vendor, confirm this payroll deduction arrangement with them.

BlackRock CollegeAdvantage will notify the company contact within 10 business days after receiving this employer authorization form to provide a Group Plan ID, as well as instructions for sending in contributions if a payroll deduction program is being established. The Group Plan ID must be included on all communications between the company and BlackRock CollegeAdvantage. Employees will need to know the Group Plan ID when completing their BlackRock CollegeAdvantage New Account Application and/or Payroll Deduction Authorization Form.

Instructions for Submitting Contributions

Each time contributions are sent to BlackRock CollegeAdvantage, the following information must be provided:

- ▶ Company name
- ▶ Group Plan ID
- ▶ Each employee's name and SSN
- ▶ Contact person
- ▶ Total contribution amount
- ▶ Dollar amount contributed for each employee
- ▶ Payroll period

Contributions can be sent to BlackRock CollegeAdvantage several ways:

- ▶ By Automatic Investment Plan ("AIP"): Nothing is required from the employer for this method; each participant should complete the AIP section of the 529 New Account Application to establish an AIP from their checking or savings account.

By Direct Deposit: Direct Deposit is typically handled by your Payroll Department. You may use the bank information below to send the money to BlackRock.

BANK of NEW YORK ABA #: 011001234
MELLON Account #: 867XXXXXXXXXX####
Account Registration: (Account Owner & Beneficiary)

(Account # set up: MUST be 17 digits. First three = BlackRock indicator; next ten = 0+ participant's Social Security number; last four = all 9's, to indicate asset allocation requirement)

By Lump Sum Wire/ACH: Send the total contribution amount using these instructions. The contribution spreadsheet can be faxed to 508-599-7752 on the day the wire is sent.

BANK of NEW YORK ABA #: 011001234
MELLON DDA Number: 0000735345
Account Registration: (Company name "529")
Account #: (Group Plan ID)

(If wiring to an individual account, the "Account #" set up MUST be 17 digits: First three = 867 (BlackRock indicator); next ten = Account number at BlackRock; last four = all 9's, to indicate asset allocation requirement)

By Check: Please make check payable to "BlackRock CollegeAdvantage". A spreadsheet with the required information must accompany the check. Mail the check and the spreadsheet to the address below.

By website: BlackRock can provide you with a user ID and password to log in to our secure Payroll Administrator website. From this site you can add or update contribution amounts or allocations per participant, and submit an ACH contribution for your current pay period. Please call 1-866-529-8582 for more details.

Provide your completed and signed application, along with any other required documents, to:

Regular mail

BlackRock CollegeAdvantage 529
P.O. Box 9783
Providence, RI 02940

Overnight mail

BlackRock CollegeAdvantage 529
4400 Computer Drive
Westborough, MA 01581

Or via fax:

(508) 599-7752

BlackRock CollegeAdvantage 529 Plan Establishing a Company-Sponsored Plan

Section 1: Employer Information

Company Name

Company Address

City

State

ZIP Code

Federal Tax Identification Number

Number of Employees in Company

Contact Information:

First Name of Primary Contact

M.I.

Last Name

Title

E-mail Address

Payroll Contact's Telephone Number

Fax Number

Section 2: Payroll Deduction Transmittal Method

Approximate date you intend to begin payroll deduction: _____ / _____ / _____
Date (mm/dd/yyyy)

Frequency of deposits: Weekly Biweekly Monthly Quarterly Other _____

Do you use a third-party vendor? No Yes

If Yes, Name of Vendor: _____

If you know which method you wish to use to fund your employee's accounts, please indicate below. If you are unsure, or wish to discuss the options, please call our Payroll Administrator Specialists at 1-866-529-8582.

Contributions via ACH using the BlackRock Payroll Administrator website

Automatic Investment Plan ("AIP"): The participant's contributions are automatically drafted from their checking or savings account. This option does not require the Payroll Deduction Authorization Form; employees can use the AIP section of the 529 New Account Application

Contribution via lump sum bank wire and allocation list

Direct deposit (via ACH, "automated clearing house")

Contribution via check & allocation list

Section 3: Investment Dealer Information

Please provide us with the name of the financial intermediary you wish to have listed on your plan as the “default” financial professional for any participant that does not work with their own financial professional. Your Financial Professional will have this information available, and can help you complete it and review it for accuracy.

Name of Dealer Firm

Dealer Number

Branch Number

PO Box # / Street #

Street Name

City

State

ZIP Code

Full Name of Financial Professional

Representative's Number

Contact Telephone Number

E-mail Address

Section 4: Signature and Authorization

By signing this Employer Authorization Form and submitting it to BlackRock CollegeAdvantage, the company named in Section 1 and the authorized representative below hereby represents, warrant and agree to the following:

1. The undersigned is an authorized representative of the company.
2. The company authorizes and will cooperate with BlackRock CollegeAdvantage to provide an employer payroll deduction program or employee preauthorized investment plan.
3. Copies of the BlackRock CollegeAdvantage 529 Savings Plan Program Description and Participation Agreement have been or will be provided to each employee who chooses to open a specific BlackRock CollegeAdvantage Account.
4. If a payroll deduction program is being established:
 - a. The company will promptly transmit or cause to be transmitted to BlackRock CollegeAdvantage via check or wire transfer, an aggregate contribution equal to the sum of contributions of each employee participating in the payroll deduction program.
 - b. The company will transmit or cause to be transmitted to BlackRock CollegeAdvantage before or simultaneously with each contribution transmission complete and accurate contribution information in a form and substance mutually agreed to between the company and BlackRock CollegeAdvantage, containing the following: the Group Plan ID assigned by BlackRock CollegeAdvantage, each participating employee's name, Social Security number or payroll ID number, and their contribution amount.
 - c. The company will hold harmless and indemnify BlackRock and the OTTA, and their affiliates, officers, directors, agents and employees for any loss that the company or any employee participating in the payroll deduction program may suffer as a result of the failure or delay of the company or company's third party vendor to transmit contributions or the contribution information in a timely and accurate manner.
 - d. The company is responsible for expenses associated with implementing and administering the payroll deduction program, including any costs associated with deducting and transmitting the contributions of employees participating in the program.
5. I understand that neither a BlackRock CollegeAdvantage program account, nor the principal, nor the investment return is guaranteed or insured by the state of Ohio, BlackRock and the OTTA.

Signature of Authorized Company Representative

____ / ____ / ____
Date (month/day/year)

Please Print Full Name & Title of Authorized Representative

Any investment in a BlackRock CollegeAdvantage mutual fund-based investment option is not insured or guaranteed by the FDIC or any other governmental agency or other party, including the custodian/state of Ohio, the Tuition Trust, BlackRock or any of the mutual fund firms under contract with OTTA. An investment in a BlackRock CollegeAdvantage mutual fund-based investment option is not a direct investment in a mutual fund itself. Participants assume all investment risk of an investment in the BlackRock CollegeAdvantage Plan, including the potential loss of principal and liability for penalties such as those levied for non-educational withdrawals. Regular investing does not ensure a profit or protect against a loss in a declining market. The amount actually available for withdrawal will depend on the investment performance of the investment options chosen.

Program details are subject to change. If you do not submit your account application within six months of receipt of the Program Description and Participation Agreement, please call your financial professional to ensure you have the most current version of this important document before submitting your application.

FOR MORE INFORMATION: Call 866-529-8582 or visit www.blackrock.com/collegeadvantage

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