

# Employee Payroll Deduction Form

Today's a good day.



Instructions

Print clearly in all CAPITAL LETTERS using blue or black ink.

When requested, please color in circles completely.

- Please complete this form for the following:
- Establish how much to deduct from your pay each pay period
  - Change allocation or deduction amount per account
  - Cancel existing deduction

If you are establishing a payroll deduction for a new account(s), complete and attach a Bright Start application for each account.

Before completing this form, check with your payroll department to confirm your Company participates in the Bright Start Employee Payroll Deduction Program.

If you have any questions, please call us at **1.877.43.BRIGHT (432.7444)** Monday through Friday from 7:00am to 7:00pm, Central Time.

Please mail or fax the completed form and any required documents to the following address:

**Bright Start College Savings Program**  
**P.O. Box 5288**  
**Denver, CO 80217**  
**Fax: 1.303.768.6529**

Also, give a copy of this form to your HR department.

1 Employee/Company Information

Employee's first name	Middle initial	Last name	Social Security number/Individual Taxpayer Identification number
Company name			Company phone number
Company contact			

2 Payroll Deduction Information

- A. ☐ Establish a new payroll deduction    ☐ Cancel existing deduction  
☐ Change deduction amount and/or change allocation %

B. Payroll Deduction Amount

Total Deduction Amount \$ \_\_\_\_\_

Indicate below the dollar amount (\$) or percentage (%) to be allocated each pay period to each account.

All dollar allocations will be stored as percentages. Payroll dollars will be invested based on the stored percentages until the account owner submits a new form.

Account number	Beneficiary's name	Amount of deduction to be allocated to each account (\$ only)	Percentage of deduction to be allocated to each account (full % only)
			%
			%
			%
			%
	Total	\$	100.00%



\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

***All Employees***

**Make a copy of this Employee Payroll Deduction Form and:**

- 1. Retain a copy for your records.**
- 2. Provide a copy of this Form to your Human Resources Department so they can initiate the payroll deduction into your Bright Start College Savings Program account(s).**
- 3. Send or fax a copy of the Form to the Bright Start College Savings Program.**

Regular Mail:

Bright Start College Savings Program

P.O. Box 5288

Denver, CO 80217

Fax: 1.303.768.6529



**Michael W. Frerichs**  
ILLINOIS STATE TREASURER

**The Bright Start® College Savings Program is administered by the State Treasurer of the State of Illinois and distributed by OppenheimerFunds Distributor, Inc. OFI Private Investments Inc., a subsidiary of OppenheimerFunds, Inc., is the program manager of the Plan.**

The Bright Start® College Savings Program is distributed  
by OppenheimerFunds Distributor, Inc. Member FINRA, SIPC  
225 Liberty Street, New York, NY 10281-1008  
© 2015 OppenheimerFunds Distributor, Inc. All rights reserved.

**IL0000.315.0115 January 12, 2015**