

# FLORIDA COLLEGE INVESTMENT PLAN STATE OF FLORIDA PAYROLL DEDUCTION AUTHORIZATION FORM



To request payroll deduction for the Florida College Investment Plan, please complete, sign and return this form to your PERSONNEL OFFICE for processing. For assistance, please call 1-800-552-GRAD (4723).

**IMPORTANT!** Before you request payroll deduction for the Florida College Investment Plan, the beneficiary (student) must have an account. This form is not an enrollment application. You may enroll online at [www.florida529plans.com](http://www.florida529plans.com) or call 1-800-552-GRAD (4723) for an enrollment application. Once your enrollment application has been processed, you will receive a confirmation package from the program. To request payroll deduction for the Florida Prepaid College Plan, you must complete a different form.

\_\_\_\_\_  
EMPLOYEE'S FIRST/LAST NAME

□□□□ - □□ - □□□□□□  
EMPLOYEE'S SOCIAL SECURITY NUMBER

PAY CYCLE
<input type="checkbox"/> Monthly (12)

□□□□ - □□ - □□□□□□  
ACCOUNT OWNER SOCIAL SECURITY NUMBER

TOTAL CONTRIBUTION AMOUNT \$ □□□□□.□□

	BENEFICIARY'S SOCIAL SECURITY NUMBER	PERCENTAGE AMOUNT(S)
_____ 1ST BENEFICIARY'S FIRST/LAST NAME	□□□□ - □□ - □□□□□□	□□□ %
_____ 2ND BENEFICIARY'S FIRST/LAST NAME	□□□□ - □□ - □□□□□□	□□□ %
_____ 3RD BENEFICIARY'S FIRST/LAST NAME	□□□□ - □□ - □□□□□□	□□□ %
_____ 4TH BENEFICIARY'S FIRST/LAST NAME	□□□□ - □□ - □□□□□□	□□□ %
<b>PERCENTAGE MUST TOTAL</b>		<b>1 0 0 %</b>

Special Instructions: \_\_\_\_\_

I authorize my employer to deduct from my  bi-weekly  monthly paycheck the total deduction amount for the Florida College Investment Plan account(s) listed above. I understand that I may cancel or change my payroll deduction at any time. If I cancel my payroll deduction, if I terminate from employment or if for any reason the deduction is not made by my employer as scheduled, I understand that I must submit my contribution(s) for the above account(s) directly to the Florida College Investment Plan.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

## RETURN THIS FORM TO YOUR PERSONNEL OFFICE

### STATE PERSONNEL OFFICE USE ONLY

Payroll Deduction Code: 0267

\*Effective Warrant Date: \_\_\_\_\_

Department: \_\_\_\_\_

Date Initiated: \_\_\_\_\_ Telephone: \_\_\_\_\_

Print Name: \_\_\_\_\_

\*ALLOW AT LEAST TWO WEEKS FOR PROCESSING.

PERSONNEL MUST MAIL OR FAX A COPY OF THIS COMPLETED FORM TO:

FLORIDA COLLEGE INVESTMENT PLAN  
P.O. BOX 6567 • TALLAHASSEE, FL • 32314-6567  
FAX 850-309-1766