

CollegeBound Saver

Payroll Direct Deposit Procedures for State of Rhode Island Employees

State of Rhode Island employees who would like to participate in CollegeBound Saver and contribute to their account(s) by payroll direct deposit can do so by conveniently enrolling online.



Online Enrollment

Step 1

Follow the online enrollment instructions at ri529savings.com and select **Payroll Direct Deposit – Deductions from paycheck** in the “How would you like to fund the account?” section.

Step 2

Enter the amount you would like to contribute from your paycheck each pay period and print the Payroll Direct Deposit Authorization Form.

If you are funding more than one account by payroll direct deposit, the amount deducted per pay period should be the sum of all your payroll contributions.

Step 3

Submit your signed Payroll Direct Deposit Authorization Form to the Department of Administration’s Central Payroll Office by email at doa.centralpayrollforms@doa.ri.gov.

Step 4

The Central Payroll Office will update the payroll direct deposit amount in the payroll system and begin the process of sending contributions to CollegeBound Saver.

Already have an account? Sign up for Payroll Direct Deposit

If you already participate in CollegeBound Saver, you can start using payroll direct deposit by logging in to your account at ri529savings.com, selecting **Profile & Documents**, selecting **Payroll Direct Deposit**, and entering your contribution amount.

Then simply print the Payroll Direct Deposit Authorization Form, and submit it to the Central Payroll Office by email at doa.centralpayrollforms@doa.ri.gov. The Central Payroll Office will update the payroll system with your payroll direct deposit information and begin sending your contributions to CollegeBound Saver.

