



SETTING UP PAYROLL DIRECT DEPOSIT

Step 1: Allocate your direct deposit amount on Edvest.com.



Log into your account at [Edvest.com](https://www.edvest.com). Go to the “Profile & Documents” section on the home screen and select “Payroll Direct Deposit,” then “Change Payroll Instructions.” Enter the dollar amount per paycheck (and per beneficiary if you have more than one account to be contributed per paycheck). Select “Next.” View or print the payroll direct deposit instructions by selecting “Get Form.”



Step 2: Inform your employer how much you'd like sent to Edvest each pay period.

Follow the payroll direct deposit instructions you printed or viewed in Step 1. Input the routing instructions into your employer’s self-service portal. If your employer does not offer a self-service portal, provide the printed and completed form to your payroll office.

IMPORTANT TIP: If you are funding more than one Edvest account through payroll direct deposit, only add ONE payroll deduction in the TOTAL amount of all Edvest account contributions for each pay period. Example: You have two Edvest accounts that you indicated in Step 1 will each receive \$25 per paycheck. In your employer's self-service portal, or via your payroll direct deposit instructions form, list one deduction in the amount of \$50. Your first contribution may take up to 1-3 pay periods.

Direct deposit routing instructions (for your employer):

Account Type: Checking

ABA Number: 011001234

Account Number: 584+first 9 digits of Edvest account number



For questions about Edvest or establishing your payroll contributions, contact:

Khaleel Ali
Edvest Consultant
414.410.0009
Khaleel.Ali@tiaa.org
Brookfield, WI 53562

