

# 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%



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Employee's Signature

Date

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***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

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**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.**

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