



Payroll Deduction for State of Illinois Employees

*College Illinois!*SM now offers payroll deduction for State of Illinois employees who elect to make monthly payments to purchase their prepaid tuition plan. After you enroll in *College Illinois!* (submit an application) you can designate your monthly payment to be automatically deducted from your State of Illinois paycheck in two (2) equal installments.

Payroll deduction is only available for *College Illinois!* accounts set up for the monthly payment option. No payroll deduction can be processed for one-time payments or annual payment plans.

When your *College Illinois!* application is received and processed, an account number is assigned. With this account number(s), you can proceed with authorizing payroll deduction for your prepaid tuition contract monthly payment(s). Complete our Payroll Deduction Form and follow the instructions to submit it.

You may be required to make your monthly payment by check to College Illinois! until your payroll deduction begins in order to avoid late fees from the program that normally assess per the contract terms.

Frequently Asked Questions

How do I start payroll deduction for my *College Illinois!* prepaid tuition account?

You must have an established *College Illinois!* prepaid tuition account(s) that requires monthly payments in order to request payroll deduction. You (the State of Illinois employee) must be the account owner (purchaser) of the *College Illinois!* account. To start payroll deduction for a *College Illinois!* account, you must complete the Payroll Deduction Form for state employees. Then submit the original form to *College Illinois!*, 500 West Monroe, 3rd Floor, Springfield IL 62704. Provide a copy to your payroll office so they can initiate the payroll deduction for your *College Illinois!* account and keep a copy for your records. The same form must be completed to change or delete payroll deduction instructions for your *College Illinois!* account(s).

You may be required to make your monthly payment by check to *College Illinois!* until your payroll deduction begins in order to avoid late fees from the program that normally assess per the contract terms.

What is the minimum contribution amount for payroll deduction?

Payroll deduction is only available to *College Illinois!* account owners who are making monthly payments on

their prepaid tuition account. The amount deducted each month must be equal to or more than the scheduled monthly payment for the *College Illinois!* plan you purchased. Your *College Illinois!* monthly payment should be divided by the number of pay periods each month to determine the deduction amount per pay period.

Are payroll deductions taken from my paycheck pre-tax?

Per federal law, contributions made through payroll deduction are made on an after-tax basis.

Who do I contact for general questions about payroll deduction?

Questions about payroll deduction should be directed to the *College Illinois!* toll-free number, 1-877-877-3724, option 3.

What do I do if I change employers?

To end your payroll deduction for your *College Illinois!* account(s) you must complete the Payroll Deduction Form. On the form you can designate either a transfer to a new state agency or a termination of the deduction if you are leaving state employment. Then submit the original form to *College Illinois!*, 500 West Monroe, 3rd Floor, Springfield IL 62704. Provide a copy to your payroll office so they can make the appropriate changes to your payroll.



PAYROLL DEDUCTION FORM - STATE OF ILLINOIS EMPLOYEES ONLY

- You must have an established *College Illinois!*SM prepaid tuition account(s) in order to submit this request for payroll deduction. **This is not an application to establish a *College Illinois!* account.**
- Please complete this form to establish, change or delete payroll deduction instructions for your existing *College Illinois!* account(s).
- Payroll deduction is only available for *College Illinois!* accounts set up for monthly payments. Payroll deductions cannot be processed for one-time payments or annual payment plans.
- Per federal law, contributions made through payroll deduction are made on an after-tax basis.
- You may be required to make your monthly payment(s) by check to *College Illinois!* until this payroll deduction begins in order to avoid late fees that may assess.
- The State of Illinois employee named on this form must be the account owner (purchaser) of the *College Illinois!* account.
- **Make two copies of this form and:**
 - **Submit the original form to *College Illinois!*, 500 West Monroe, 3rd Floor, Springfield IL 62704**
 - **Provide a copy to your payroll office so they can initiate the payroll deduction for your *College Illinois!* account**
 - **Keep a copy for your records.**
- Questions should be directed to the *College Illinois!* toll-free number, 1-877-877-3724, option 3.

Employer Information

Employer: _____ State of Illinois _____

State Agency or Department: _____

Payroll schedule and/or pay dates: Pay dates: _____ day of the month and _____ day of the month

Name of Payroll Office Contact Person: _____

Payroll Office Address: _____

Payroll Office Phone Number: _____

Employee Information

Account Owner / Employee Name: _____

Account Owner/ Employee Social Security Number (SSN): _____

Account Owner / Employee Daytime Phone Number: _____

Payroll Deduction Information – specify information for up to three different *College Illinois!* accounts

College Illinois! Account Number: _____

Please select one:

_____ New designation of payroll deduction

_____ Change in amount of payroll deduction

_____ Termination of payroll deduction

_____ Transfer to new agency

Indicate the amount to be deducted from your paycheck each pay period. Your *College Illinois!* monthly payment should be divided by the number of pay periods each month to determine the deduction amount per **pay period**. The amount deducted each **month** must be equal to or more than the scheduled monthly payment for the *College Illinois!* plan you purchased.

Total Monthly Contract Payment: \$ _____

Deduction Amount per pay period: \$ _____
(Divide your Total Monthly Contract Payment by two(2))

Second Account, if applicable:

College Illinois! Account Number: _____

Please select one: _____ New designation of payroll deduction
_____ Change in amount of payroll deduction
_____ Termination of payroll deduction
_____ Transfer to new agency

Indicate the amount to be deducted from your paycheck each pay period. Your *College Illinois!* monthly payment should be divided by the number of pay periods each month to determine the deduction amount per **pay period**. The amount deducted each **month** must be equal to or more than the scheduled monthly payment for the *College Illinois!* plan you purchased.

Total Monthly Contract Payment: \$ _____

Deduction Amount per pay period: \$ _____
(Divide your Total Monthly Contract Payment by two(2))

Third Account, if applicable:

College Illinois! Account Number: _____

Please select one: _____ New designation of payroll deduction
_____ Change in amount of payroll deduction
_____ Termination of payroll deduction
_____ Transfer to new agency

Indicate the amount to be deducted from your paycheck each pay period. Your *College Illinois!* monthly payment should be divided by the number of pay periods each month to determine the deduction amount per **pay period**. The amount deducted each **month** must be equal to or more than the scheduled monthly payment for the *College Illinois!* plan you purchased.

Total Monthly Contract Payment: \$ _____

Deduction Amount per pay period: \$ _____
(Divide your Total Monthly Contract Payment by two(2))

Authorization

Total Deduction Amount per pay period: \$ _____

This amount must be equal to the total of the deduction amounts specified above for each account.

I hereby authorize my employer to deduct the designated amount from my salary each pay period and remit such payment to the *College Illinois!* prepaid tuition program for credit to the account(s) designated above. I understand that no funds will be deducted if my paycheck is less than the amount to be deducted and that it is my responsibility to notify *College Illinois!* if there are not sufficient funds to cover the payroll deduction and my prepaid tuition contract payment. This authorization will continue until I terminate it in writing to my employer and *College Illinois!* I understand I am responsible for making my contract payments on time, that I may be required to send payment by check or other means if the contract amounts are not received on a timely basis through payroll deduction and that late fees may be assessed if payments are not timely made in accordance with the *College Illinois!* Master Agreement and Disclosure Statement.

Account Owner (Purchaser) Signature

Date