



DC College Savings Program Authorization for Automatic Payroll Deduction

WELCOME TO THE DC COLLEGE SAVINGS PLAN.

In order to sign up for payroll deduction for the DC College Savings Plan, **you must first open a DC College Savings Plan account.** If you have already opened an account, you are ready to fill out this form. If you have not already opened an account, you can download a College Savings Plan Participation Agreement at www.DCCollegeSavings.com. Or, talk to your Human Resources Specialist to get a Participation Agreement. If you have any questions, please call **800.987.4859 (800.368.2745 for non-D.C. residents)** Monday-Friday, from 9 A.M. to 5:30 P.M. ET.

After completing all sections, send the original of this form to: DC College Savings Plan, PO Box 11466, Washington, DC 20008

1 Select one of these options:

- I want to start payroll deduction
- I want to change the dollar amount of my payroll deduction
- I want to change how I allocate my payroll deduction
- I want to stop payroll deduction

FIRST NAME _____	MIDDLE INITIAL _____	LAST NAME _____	
SOCIAL SECURITY NUMBER		DAYTIME PHONE	
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
STREET ADDRESS _____	CITY _____	STATE _____	ZIP _____

2 Authorization

I authorize \$_____ to be deducted from my pay each pay period. The minimum amount that may be deducted is \$15 per pay period for each investment option. Here is how I want you to allocate my payroll deduction:

BENEFICIARY NAME(S)	FUND NAME OR NUMBER <i>(see back for Funds)</i>	PERCENT (round to whole numbers)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Allocation = 100%

3 Signature

By signing this form, I authorize my payment to be sent to State Street Bank & Trust to be deposited to the designated account. **I have read the important information about payroll deduction on the reverse side of this form.**

SIGNATURE _____	DATE _____
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For Employer Use Only — When completing the ACH (Automated Clearing House) electronic transfer, **code the transmittal for checking.** Please transmit funds to State Street Bank & Trust:

Routing Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Employee SSN	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Calvert Authorization _____	

Checklist for Payroll Deduction

- Have you previously established a DC College Savings Account? If you do not have an account, did you obtain a Participation Agreement (which you can download from www.DCCollegeSavings.com, or obtain from your Human Resources department)?
- Do your percentage allocations add up to 100%? Did you use whole numbers?
- Is your contribution at least \$15 per Investment Option per pay period?
- Did you sign this form?
- Once completed, please mail your form to the address listed below. An Authorized Calvert Representative will sign your form and return it to the District of Columbia Payroll Office for processing.

DC College Savings Plan Investment Options

Age-Based Portfolio Strategy (Beneficiary's Age)

FUND 59: DC College Savings Age Band 0 – 5

FUND 62: DC College Savings Age Band 6 – 10

FUND 63: DC College Savings Age Band 11 – 13

FUND 65: DC College Savings Age Band 14 – 16

FUND 67: DC College Savings Age Band 17 and up

Single Fund Investment Strategy

FUND 40: Calvert Income Fund — DC 529

FUND 123: Calvert Balanced
Portfolio — DC 529

FUND 82: State Street Equity 500
Index Fund — DC 529

FUND 47: Calvert Equity Portfolio — DC 529

FUND 89: Calvert Small Cap Fund — DC 529

FUND 136: Calvert International Equity
Fund — DC 529

Stability of Principal Investment Strategy

FUND 56: Acacia Principal Plus — DC 529



DC College Savings Plan

DC College Savings Program Trust
Calvert Investment Distributors, Inc.
PO Box 11466

Washington, DC 20008

Any questions? Just call 800.987.4859 (800.368.2745 for non-D.C. residents)

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