



September 30, 2019

Dear Minnesota 529 College Savings Plan Account Owner:

You are receiving this letter because our records show you are currently making, or have previously made, contributions to your Minnesota 529 College Savings Plan (MNSAVES) automatically from your paycheck.

As you will hear more about in the upcoming days, MNSAVES is going through some exciting changes which include a change in its recordkeeping platform. Because some account and bank routing information will change when MNSAVES transitions to the new record keeping platform, any direct deposit contributions submitted by your employer on your behalf **after October 24, 2019** will be rejected and returned to your employer unless you take action.

**To ensure your payroll contributions into your account continue uninterrupted**, please complete the enclosed Employer Payroll Instruction Form OR update your account using your company benefits self-service portal (if available).

- If your employer has a self-service benefits portal, enter the required information from Step 2 of the enclosed form into your self-service benefits portal.
- If your employer does not offer a self-service benefits portal, complete Steps 1 and 2 of the enclosed Payroll Direct Deposit Form and provide it to your employer's payroll office.
- Please ensure these changes are effective for pay periods beginning **Monday, October 28, 2019** and onward.

By taking these steps, future contributions go to work for you as soon as possible post transition. In some instances, your employer's payroll office may require one complete pay period to implement the changes to your payroll direct deposit instructions. As such, you may experience a pay period without a payroll direct deposit to your MNSAVES account.

**Important Note: The changes to your new payroll direct deposit instructions should be made effective on or after Monday, October 28, 2019.**

If you have any questions about your MNSAVES account, please visit [www.mnsaves.org](http://www.mnsaves.org) or contact a Client Services Representative at **1-877-EDU 4 MIN (1-877-338-4646)**, Monday through Friday 7:00 AM to 7:00 PM CT.

Thank you again for choosing MNSAVES Minnesota 529 College Savings Plan as your partner in saving for education.

Sincerely,

MNSAVES- Minnesota 529 College Savings Plan

TIAA-CREF Tuition Financing, Inc. (TFI), Plan Manager. TIAA-CREF Individual & Institutional Services, LLC, Member FINRA, distributor and underwriter for the Minnesota College Savings Plan.