



**UNC ASHEVILLE
EMPLOYER CODE: 01199**

Your employer has established a Group Enrollment Plan for North Carolina's National College Savings Program as an employee benefit. If paying for college for a child, grandchild, yourself, or someone else you care about is one of your top financial goals, this benefit will help you reach it.

Opening an Account is easy. Everything you need is available at www.CFNC.org/savings or www.nc529.com to download information and forms or complete enrollment online.

To enroll:

- First, read the Program Description and, if applicable, any Program Description Supplements. These provide the details you need to know before making your investment decisions.
- Then, click on "Start a College Savings Program Now!" or "Forms" to get an Enrollment and Participation Agreement. You may choose to download the form or enroll online. Complete a separate Agreement for each Beneficiary for whom you are setting up an Account.

If you download forms, be sure to enter the Employer Code for your company as you complete your Agreement. You will need to complete both an Enrollment and Participation Agreement and a Payroll Deduction Authorization Agreement.

If you are completing forms online and do not already have a My CFNC account, the system will walk you through the process of creating one. Your CFNC account enables you to save your information and later securely access your savings Account information online.

As you complete enrollment online:

1. Follow the payroll deduction prompts so that you get the proper forms.
2. Review the forms you are presented and enter any missing information to complete your Enrollment Agreement and Payroll Deduction Authorization. Print out completed forms for your records and for Human Resources.
3. **Be sure to give one copy of the Payroll Deduction Authorization Agreement to your Human Resources Department.**

That's all you need to do. As soon as your complete and signed Enrollment and Participation Agreement is processed, you will receive a printed confirmation. Your employer will be notified to begin payroll deduction with your next payroll cycle.

If you do not have internet access or prefer to complete a paper Enrollment Agreement, call toll-free 800-600-3453 to request an enrollment packet. Send completed forms to the address on the Enrollment Agreement and give one copy of the Payroll Deduction Authorization Agreement to your Human Resources Department. Our representatives are available to answer your questions from 8 a.m. to 8 p.m. Monday - Thursday and 8 a.m. to 5 p.m. on Fridays.