



# NextGen College Investing Plan<sup>®</sup>

## Payroll Deduction Allocation Form

**Branch Processing Instructions –  
Please see reverse side**

Please use this form to:

- Initiate new payroll deduction instructions
- Change existing payroll allocation percentages between NextGen accounts

Upon this request being processed by the NextGen Plan, you will be sent an Authorization for Payroll Deduction Form, which you must provide to your employer to begin the processing of your payroll deductions.

**Note:** To change the dollar amount of an existing payroll deduction or to cancel an exiting payroll deduction, please contact your employer.

### 1. Employee/Participant Information

First Name	M.I.	Last Name	Social Security No.	_____
Permanent Street Address (No P.O. Boxes)			( ) ( )	_____
City	State	ZIP Code	Country	Home Phone _____ Business Phone _____
Mailing Address (if different from permanent address)				
City	State	ZIP Code	Country	Name of Employer _____

### 2. Payroll Deduction Instructions

Type of Instructions:  New Payroll Deduction Election  Change Existing Allocation Percentage

Please note that the minimum deduction per month is \$50 per NextGen account.

NextGen Account Number (not required if you are establishing a new account)	Beneficiary's Name	Percentage of deduction to be allocated to each account (full % only)
		%
		%
		%
		%
		%
<b>Total Allocation</b>		<b>100 %</b>

**Participant/Employee Signature**

I hereby authorize to have my payroll deduction contributions allocated to the NextGen accounts for the beneficiaries indicated above. I understand that the amounts contributed will be invested in the NextGen portfolios based on the investment allocations for each respective account. I further understand these instructions will continue until I notify Merrill Lynch, as Program Manager, to change these allocations or until I notify my employer to discontinue such payroll deductions

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Participant/Employee

**PLEASE FOLLOW THESE MAILING INSTRUCTIONS TO AVOID DELAYS IN PROCESSING**

For clients serviced by:

<b>Merrill Lynch Financial Advisor/Merrill Lynch Financial Advisory Center<sup>SM</sup></b>	<b>Maine Distribution Agent/College Plan Services</b>
Return to: Address specified on your NextGen Account statement	Return to: College Plan Services P.O. Box 1518 Pennington, NJ 08534-1518

**If you need assistance, please call (877) 4-NEXTGEN (463-9843).**



Program Manager  
(R11-06)  
Merrill Lynch, Pierce, Fenner & Smith Incorporated.  
Member, Securities Investor Protection Corporation (SIPC).



Maine State Treasurer



Program Administrator

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## Branch Office Use Only

**Important:** It is the responsibility of the Financial Advisor/Client Associate to use the IKS functionality to adjust the contribution percentages when successive NextGen 529 Accounts are enrolled for the service.

Step	Action
1	<p><b>To Access Allocation Screens</b></p> <ul style="list-style-type: none"><li>From within ML Access, type IKS and press <b>Enter</b>.</li></ul>
2	<ul style="list-style-type: none"><li>Type the client's Social Security number in the PART SSN field, and press <b>Enter</b>.</li></ul> <p><b>Important:</b> Accounts that were not established using the new service will still be listed; however, allocation percentages pertain only to those accounts that have been established with the service. The allocation percentage for an account not established with the Payroll Deduct Service will be grayed out and its allocation percentage will display as 0%.</p>
3	<p><b>To Create or Update a Contribution Percentage</b></p> <ul style="list-style-type: none"><li>Click in the Contribution % field and type new percentage.</li><li>Repeat the process on additional accounts listed.</li><li>Type U in the Action field, and press <b>Enter</b>.</li></ul> <p><b>Important:</b> Contribution percentages must equal 100% and must be in whole percentages.</p> <p><b>Result:</b> A message will indicate that the update was successful, or that the total contribution percentage does not equal 100% and must be adjusted.</p>

### Clients Enrolled in Payroll Deduction prior to August 1, 2003

- Current payroll deduction arrangements will remain in effect until your client directs their payroll provider to terminate that arrangement.
- If a client decides to use the new service, and also has an existing NewGen College Investing Plan payroll deduction arrangement, the client should be made aware that unless they terminate the existing arrangement, there will be two payroll deductions in effect.