

## Contribution Set-up Instructions

Employees can enroll in a KY Saves 529 plan by visiting [www.kysaves.com](http://www.kysaves.com). Once enrolled, you can set-up your own investment contributions through KHRIS Employee Self-Service (ESS) using the Bank/Direct Deposit feature. All you need is the routing and account number (received through enrollment) to your plan!

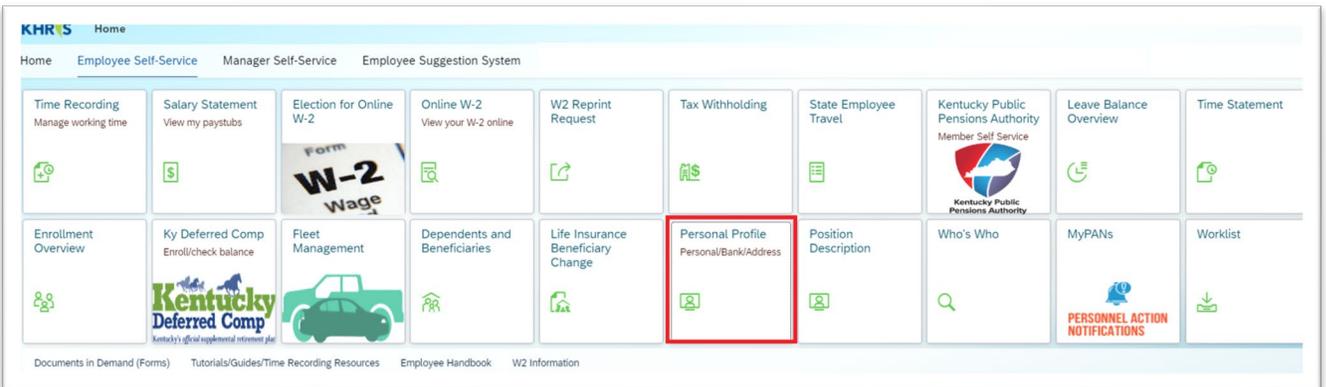
Routing Number	011001234
Account Number	566+ (9-digit account #)

NOTE: If you have more than one account (one per child), you only need to set-up direct deposit to one of the accounts for the total amount of all accounts combined. Your enrollment at the KY Saves 529 site will ensure deposits are split appropriately.

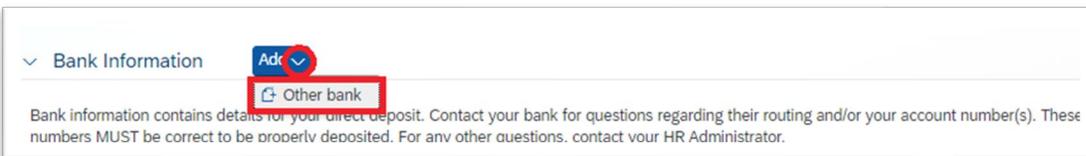
1. Log into **KHRIS ESS** at <https://khris.ky.gov/irj/portal>.



2. Access your **Personal Profile**.



3. Next to **Bank Information**, select **Add/Other Bank**.



4. For added security, you will be prompted to enter your **KHRIS PIN**. Once entered, select **OK**.

Personal Profile

\* Enter your KHRIS PIN #:

If you have forgotten your KHRIS PIN, please call the Commonwealth Service Desk at (502)564-7576, or toll free at (800)372-7434 (Option 2).

To reset your KHRIS PIN, click the 'Reset' button below.

5. Enter the account information as prompted. The account number will include 566 plus the 9-digit number provided at enrollment – enter without any spaces. (Example: 566123456789) Be sure to select the *Account Type* as *Checking* and to enter the exact *amount* to be deposited directly from each payroll to your investment plan.

Save and Back Cancel Other bank help v

Bank Data

\* Routing Number:

\* Account Number:

\* Re-enter Account Number:

\* Account Type:

\* Deposit Amount:

Payment Method: Bank transfer (ACH PPD)

Changes to your bank information **WILL NOT** be effective until the next pay period. Once saved, this bank information change will become effective as of the pay period beginning 04/16/2024 and will be reflected in your pay dated 05/15/2024.

Jonathan Doe  
Jane Doe  
123 Anyplace Road  
Anytown, KY 12345

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$

COMMONWEALTH BANK

MEMO \_\_\_\_\_

⑆ 2 ⑆ 0004 9 9 ⑆ ⑆ 234 566 7890 ⑆ ⑆ 1001

1. Routing Number 2. Account Number 3. Check Number

As a reminder, when using multiple accounts for direct deposit, you should understand the order that deposits are made. You can review this information under “Other bank help.”

Save and Back Cancel Other bank help v

Multiple Bank Accounts

6. Once all information is entered, confirm accuracy and note the date that the contributions/deposits will begin (displayed above the sample check). Then select **Save**.

If you need assistance with the KHRIS ESS set-up process, please contact your agency HR office. If you need the account information to your KY Saves 529 plan, contact KY Saves at 1-855-840-4855, Monday - Friday from 8 a.m. - 8 p.m. ET or email [clientservice@kysaves.com](mailto:clientservice@kysaves.com). You can also contact the KY Saves 529 field representative, Joe Wilcox, at [joseph.wilcox@ascensus.com](mailto:joseph.wilcox@ascensus.com).