

Vermont Higher Education Investment Plan (VHEIP)

EMPLOYER PAYROLL DEDUCTION GUIDELINES

The Basics

- ▶ The **minimum** contribution amount for payroll deduction is **\$15 per pay period** per VHEIP account.
 - ▶ **The employee must have a VHEIP account and must be the Account Owner** on all account(s) receiving payroll deduction contributions.
 - ▶ The **employer** must be able to **submit payroll deduction contributions** into the Plan via **Automated Clearing House (ACH)**.
 - ▶ The **payroll deduction instructions** (how payroll contributions are allocated among the employee's VHEIP accounts) are established between the employee and the Plan.
 - ▶ The **amount of payroll deduction contributions** is established between the employee and the employer.
 - ▶ **Payroll deduction instructions can be managed** by the employee at any time by logging into their secured online account access at www.vheip.org or by completing the Payroll Deduction Form at www.vheip.org/account-forms/#manage-your-account. For more information, see www.vheip.org/how-tos/#set-up-payroll-deduction.
 - ▶ **Questions?** Call us at **1-800-637-5860** or email us at VHEIPquestions@vheip.org.
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Quick Tips

START Payroll Deduction Establish payroll deduction for the first time.	<ul style="list-style-type: none">▶ Online: Log in to your account at www.vheip.org
UPDATE Payroll Deduction Instructions Change how payroll contributions are being allocated among your VHEIP accounts.	<ul style="list-style-type: none">▶ By Mail: Complete the Payroll Deduction Form www.vheip.org/account-forms/#manage-your-account
CHANGE / STOP Payroll Deduction Amounts Change the amount of payroll contributions or stop payroll contributions.	<ul style="list-style-type: none">▶ Contact your employer

