

How to set up PA ABLE payroll deductions

This is a walkthrough for setting up a payroll deduction using the employee's online access to their PA ABLE account (or a loved one's PA ABLE account). If the employee cannot do this online, he or she may call our customer service line at 855-529-ABLE (Monday-Friday 8:00 a.m. – 5:00 p.m.) to have a form generated and sent to you.

Employees may also call PA ABLE to verify their direct deposit number, which they can give directly to their HR/Payroll department to establish a direct deposit.

Here's how to set up a PA ABLE payroll deduction:

1. Employee goes to <http://www.PAABLE.gov> and clicks on the My Account button.



2. Employee signs in.
First time users establish a username and password.

Login to your PA ABLE account

Sign in

Username

Remember my username

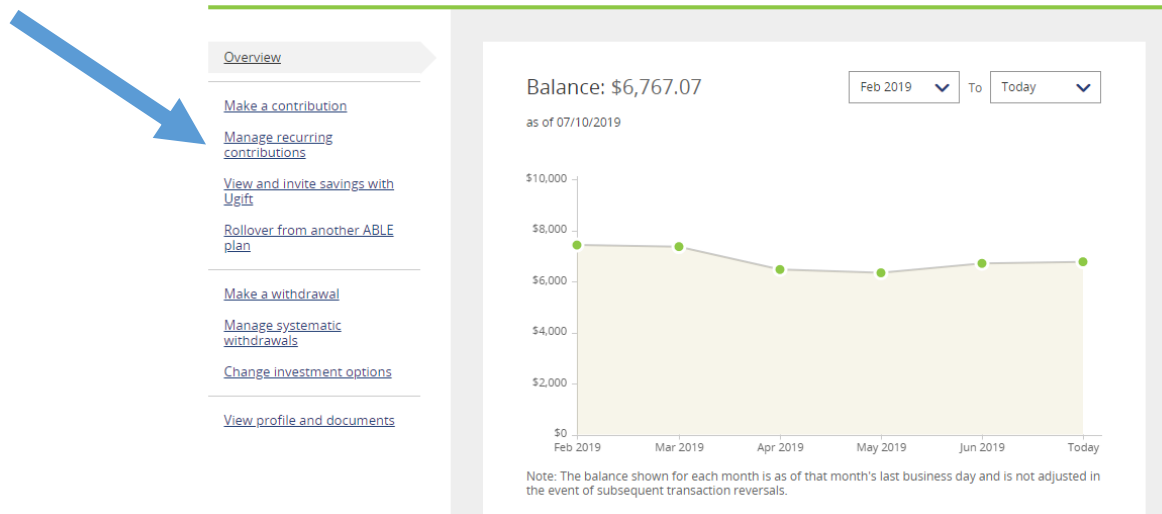
[Forgot username?](#)

Want to begin investing with PA ABLE? [Enroll Now](#)

Have an account, but have never logged on? [Create a username and password](#)

[More questions about logging in?](#) [Learn more](#)

3. Employee is then logged into the account and can click on Manage recurring contributions setting from Overview menu.

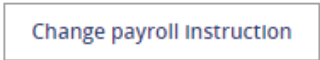


4. Employee clicks on Go to payroll deduction at the bottom of the page.

If you would like to start, change, or stop contributions by payroll deduction, you may do that in the Profile & Documents section of this website.

[Go to payroll deduction](#)

- Employee clicks Change payroll instruction.



- Employee enters the amount he or she would like withheld **per pay** and hits Next.

Amount per paycheck

\$ 75

\$75.00

- Employee confirms the amount **per pay** and clicks Submit.

- IMPORTANT:** To establish the payroll deduction, enter the employee’s direct deposit information into the company’s payroll system.

- The payroll department (or an employee with self-service access) can enter the modified PA ABLE account number and routing number (011001234) as a direct deposit in the company’s payroll system, **or**

- The employee may print and return information to their payroll department to start withholdings (may not be required).



Print your Payroll Deduction Instructions

Step 1. (FOR EMPLOYEES): Complete this form and return to your employer

Please print this page, sign it, include your Social Security number and the date, and submit it to the HR, benefits, or payroll representative responsible for administering payroll deduction contributions to the Program. Your employer will initiate or change your payroll deduction after they receive this form.

Employee Name: _____

Total amount to be deducted per pay period: _____

Employee Signature: _____ Employee SSN: _____ Date: ____/____/____

Step 2. (FOR EMPLOYERS): Establish Payroll Deduction Instructions on Your Payroll System

When updating ACH direct deposit instructions for this employee, please make sure that you provide the following information with your transmittal:

- ABA Number _____
- Account Number _____
- Code Transmittal for Check_____

For Employers Transmitting Funds by Check

| | |
|-----------------------|---|
| By U.S. Mail: | By Registered, Certified or Overnight Mail: |
| PA ABLE | PA ABLE |
| P.O. Box 219414 | 920 Main Street, Suite 900 |
| Kansas City, MO 64121 | Kansas City, MO 64105 |

Note: The account number is a 12-digit field. The first 3 digits identify the new bank account of PA ABLE. The last 9 digits are the first nine digits of the employee’s account number in PA ABLE.

If you have any questions, please call customer service at (855) 529-ABLE(2253) Monday-Friday 8:00 am to 5:00 pm ET.

Note: To edit or stop a payroll direct deposit, the employee would contact his or her employer, not PA ABLE.