How to Use Direct Deposit

What is Direct Deposit?

Direct deposit is a service that can automatically deposit funds from any regularly scheduled payment, such as your paycheck, into your student's savings account. It's convenient and saves you from having to worry about lost or stolen checks.

How do I set up Direct Deposit?

Simply visit www.k2csf.org and download the K2C Direct Deposit Form.

Note — Be sure to fill in:

• Your student's account number

• The bank routing number as provided on your K2C Account ID Card

Once completed, submit the form to your company's Payroll department (or other payor, such as Social Security).


Bring your K2C Account ID Card to one of the following Citibank branches to make a deposit:

Castro
444 Castro St
San Francisco, CA 94114

Cathedral Hill
1399 Post St
San Francisco, CA 94109

Chinatown
845 Grant Ave
San Francisco, CA 94108

Chinatown
1000 Grant a
San Francisco, CA 94133

Excelsior
4638 Mission St
San Francisco, CA 94112

Financial District/Union Square
99 Post St
San Francisco, CA 94104

Financial District/SOMA
245 Market St
San Francisco, CA 94105

Financial District
260 California St
San Francisco, CA 94111

Financial District
451 Montgomery St
San Francisco, CA 94104

Inner Sunset
701 Irving St
San Francisco, CA 94122

Marina
2198 Chestnut St
San Francisco, CA 94123

Outer Richmond
6100 Geary Blvd San Francisco, CA 94121

Outer Sunset
2000 Irving St
San Francisco, CA 94122

Parkside
2400 19th Ave
San Francisco, CA 94116

Potrero Hill
350 Rhode Island St Ste 140 San Francisco, CA 94103

Richmond
4455 Geary Blvd
San Francisco, CA 94118

Sunset / Noriega
1900 Noriega St
San Francisco, CA 94122

Stonestown
3146 20th Ave
San Francisco, CA 94132

Van Ness
1801 Van Ness Ave
San Francisco, CA 94109

West Portal
130 W. Portal
San Francisco, CA 94127

Kindergarten to College Program
The Office of Financial Empowerment
City and County of San Francisco
PO Box 7338
San Francisco, CA 94120

KINDERGARTEN TO COLLEGE

How to Make Deposits into a San Francisco Kindergarten to College (K2C) Account
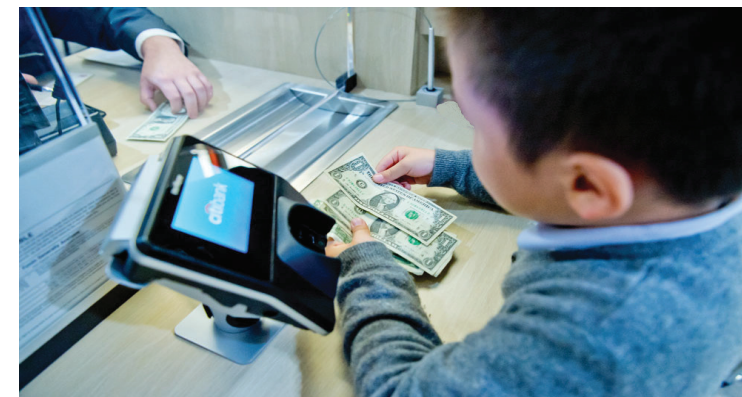
For more information visit:

Web:
www.k2csf.org

E-mail:
k2c@sfgov.org

Phone:
3-1-1 (in SF)
415-701-2311 (outside SF)

View account balances
www.k2csf.org

How to Make Cash or Check Deposits in Person

How do I make a cash or check deposit at a Citibank Branch?

Depositing cash, a check or a money order into a K2C account is as easy as visiting any local San Francisco Citibank branch.

You can make deposits using a deposit ticket* with the following information:

- Your student's name
- Your student's account number
- Contribution amount

For a cash deposit you may also need to provide one valid government-issued photo ID and other identifying information.

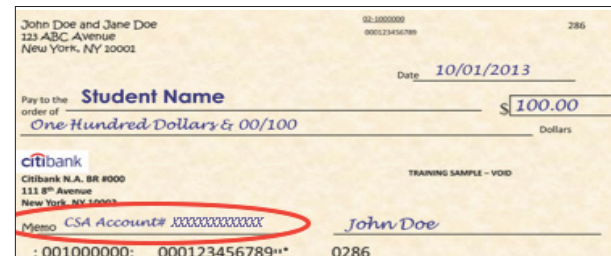For a check or money order deposit you will only need your K2C Account ID card information.

*If you don't have a deposit ticket, the branch will provide you with one.

How to Make Check or Money Order Deposits by Mail

How do I make a deposit by mail?

You can "Bank By Mail" if you simply want the convenience of banking from your home.

Make your check(s) or money order(s) payable to the student's name and include his or her account number found on the K2C Account ID Card in the memo section of the check (circled in red below).

Send your check(s) or money order(s) to:[1]

Citi Youth Savings Accounts
P.O. Box 790020
St. Louis, MO 63179-9966

[1] U.S. Mail: You can mail checks and/or money orders for deposits, but please do not send cash. Allow up to two weeks for the processing of your checks. Go to www.k2csf.org to verify receipt of your deposit.

[2] Fees may be charged by other financial institutions for bill payment services.

[3] This bill pay setup is intended to guide those participants with non-Citibank accounts who would like to make contributions to their Kindergarten to College Account. The information fields and field titles may vary between financial institutions.

How to Make Deposits Using Bill Payment Services

How do I make a deposit using Bill Payment Services?

The Kindergarten to College program has set up a merchant account with Citibank's Online Bill Pay called:

Kindergarten 2 College Account

With this service you can set up payments with your financial institution.[2]

How does it work?

You simply need to complete a few simple steps:

1. Contact your financial institution about setting up Bill Pay.

2. Look for the merchant[2]: *Kindergarten 2 College*
   - Add your student's account number to your Payee list. Remember to use numbers only, without dashes or spaces.
   - Choose whether you want to make a one-time or recurring payment.

What if I cannot find my Bill Pay merchant?[3]

Follow the steps below to add the merchant and set up payments:

1. Log into your bank's online portal and proceed to the Bill Pay section.

2. Enter and save the Bill Pay merchant details as follows for all fields as applicable:
   - Merchant Name — Enter "Kindergarten 2 College Account"
   - Account # — Enter your student's 15-digit account number
   - Merchant Address — Enter the address P.O. Box 790020 St. Louis, MO 63179-9966
   - Merchant Phone Number — 415-701-2311

3. Follow the prompts to add the merchant and set up a one-time or recurring payment.

Once you have entered this merchant in your bank's Bill Pay section, you will not have to enter the merchant's information again and all payments will be sent electronically.