

# 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](http://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).

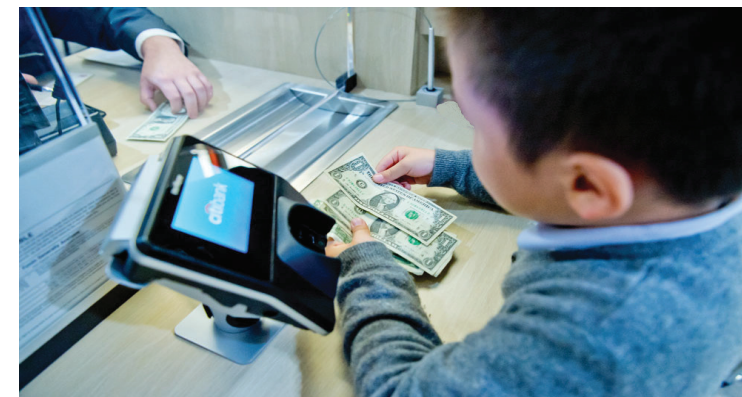
EMPLOYEE NAME (PLEASE PRINT) <input type="text"/> EMPLOYEE ID OR SOCIAL SECURITY NUMBER <input type="text"/> EMPLOYEE WORK PHONE NUMBER <input type="text"/>		<b>HELPFUL INFO</b>  • If you have any questions on completing this form email <a href="mailto:k2csf@sfgov.org">k2csf@sfgov.org</a> or call 3-1-1 (in SF) or 415-701-2311.  • <b>PLAY IT SAFE</b> Direct deposit should take effect within three deposit periods — if you don't see it by then, contact your employer.  <small>Note that some organizations or companies (like Social Security) may require you to file a special form. Contact your employer or income source to make sure no other forms are required.</small>
I wish to deposit to my Kindergarten to College Account: (CHECK ONE) <input type="checkbox"/> ENTIRE NET PAY <input type="checkbox"/> % OF NET PAY <input type="checkbox"/> SPECIFIC AMOUNT \$ _____ ACCOUNT NUMBER: Student's K2C Account # <u>332201</u> <input checked="" type="checkbox"/> <b>YOUTH SAVINGS ACCOUNT</b> FINANCIAL CENTER ADDRESS: <u>Citibank, N.A.</u> CITY, STATE, ZIP CODE: <u>New Castle, DE 19700</u> CITIBANK ABA ROUTING NUMBER: <u>03100209</u>		
I authorize: _____ <small>EMPLOYER OR FUND ORIGINATOR</small> to initiate credit entries and, if necessary, to initiate any debit entries and adjustments to correct any erroneous credit entries to my K2C account. SIGNATURE: <input checked="" type="checkbox"/> _____ DATE: _____		 <small>© 2017 CITIBANK, N.A. MEMBER FDIC. CITI AND ARC DESIGN IS A SERVICE MARK OF CITIGROUP INC. USED AND REGISTERED THROUGHOUT THE WORLD. 1333862 08/15</small>

## 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



# How to Make Deposits into a San Francisco Kindergarten to College (K2C) Account



For more information visit:

- Web: [www.k2csf.org](http://www.k2csf.org)
- E-mail: [k2c@sfgov.org](mailto:k2c@sfgov.org)
- Phone: **3-1-1 (in SF)**  
**415-701-2311 (outside SF)**

View account balances  
[www.k2csf.org](http://www.k2csf.org)

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

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## 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

Depositor Name And Address	Date	Name of Student:
Student Account Number		
3 3 2 2 0 1		
Phone No. ( )	Deposit Amount	\$
Branch Instructions: 1 - Deposit funds into MICR Account number below 2 - Enter 15-digit Account Number under Name of STUDENT beginning with 32201 into Offset Account Number in NBS 3 - Provide NBS deposit transaction receipt with yellow copy of this deposit ticket to depositor 4 - Retain original deposit ticket and process per instructions in shaded box on back of deposit ticket		

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.

	<b>The Kindergarten to College Savings Program</b> City and County of San Francisco as Fiduciary for Kindergarten to College Savings
<b>Account Participant:</b>	
_____	
<b>Account Number:</b> 332201	
Citibank Routing No. 031100209 	

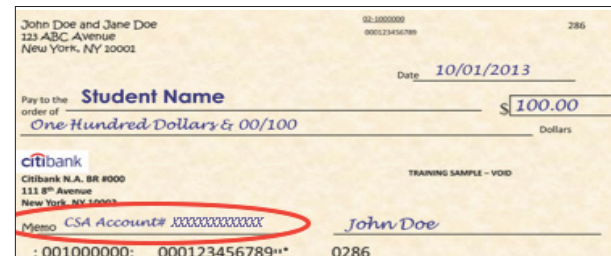
\*If you don't have a deposit ticket, the branch will provide you with one.

## 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:<sup>1</sup>

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

<sup>1</sup> 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](http://www.k2csf.org) to verify receipt of your deposit.

<sup>2</sup> Fees may be charged by other financial institutions for bill payment services.

<sup>3</sup> 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.<sup>2</sup>

### 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<sup>2</sup>: *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?<sup>3</sup>

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.