

## AZ529 PLAN FIDELITY ACCOUNT SELF SERVICE DIRECT DEPOSIT Quick Reference Guide for State of Arizona Employees

State of Arizona employees who open an AZ529 Plan account managed by Fidelity Investments have the option of signing up for Direct Deposit to have their AZ529 Plan dollar contributions deducted from their paycheck every pay period and deposited into their Fidelity 529 account. To sign up for Direct Deposit, please follow the instructions below.

### ACCESS DIRECT DEPOSIT SELF SERVICE

1. Login to Y.E.S. <https://hrsistemas.azdoa.gov/>
2. On the **Bookmarks** menu, *click Your Employee Services, click Pay*
3. On the **Pay** menu, *click Direct Deposit*

*All actions processed in Y.E.S. Direct Deposit will trigger email notifications to your Agency Payroll Office, your Work Email and your Personal Email. Provide/Confirm Personal Email Address on the Home Menu (Personal Information, Contact Information) or click the link on the Direct Deposit page before making entries.*

### ADD A NEW BANK ACCOUNT (NON-DEFAULT)

4. Employees may establish up to a total of 5 active bank accounts (1 bank account must previously be designated as the default). To add a new account:
  - a. *Click Add*
  - b. *Select I agree with this statement and click Continue*



The screenshot shows a web form for adding a new bank account. It includes fields for Bank, Description, Account Type (Checking or Savings), Effective Date (MM/DD/YYYY), Flat Amount or Percent of Net, Deposit Amount, Routing Number, and Account Number. The form is pre-filled with sample data: Bank (UMB, NA), Description (AZ529), Account Type (Savings), Effective Date (11/19/2019), Flat Amount (XXXX.XX), Deposit Amount (XXXX.XX), Routing Number (101205681), and Account Number (3990001XXXXXX). The form also includes an "Update" button and a "Cancel" button.

- c. Complete required fields.
  - i. For **Bank** – *Select “UMB, NA” (not Fidelity)*
  - ii. For **Description** – *Enter “AZ529”*
  - iii. For **Account Type** – *Select “Savings”*
  - iv. For **Deposit Amount** – *Complete one field.*  
*If Flat Amount – Enter up to two decimals XXXX.XX*  
*Or*  
*If Percentage – Enter a whole number*
  - v. For **Routing Number** – *Enter 101205681*
  - vi. For **Account Number** – *Enter prefix 3990001 + the 9-digit Fidelity 529 account number.*

## 5. Review your entries and click **Update**

*The Fidelity 529 direct deposit change should take effect starting with your Agency's next pay period. Please verify this with your Agency's Payroll Office and check to make sure your dollar contributions were taken out of your default bank account and deposited into your Fidelity 529 account.*

## STOP/CLOSE YOUR ACCOUNT

1. Click **Close Account**
2. Select **I agree with this statement** and click **Continue**
3. Warning Box Displays "Are you sure you want to close XXXX BANK?"
4. Click **OK** to stop the account

## MAKE CHANGES TO YOUR ACCOUNT

Make changes to the Account Type, Account Description, Flat Amount or Percent of Net.

To change Account Number or Routing Number you must close the old account and add a new account.

### 1. Click on the Account Number in the Account column

Direct Deposit

Accounts

These are accounts established in your payroll profile. Your paycheck will show any actual payments made by direct deposit. For information on account balances, please contact your financial institution.

To receive an email confirmation of any changes made to your accounts, provide/confirm a Personal Email Address by clicking [here](#) or from the Home menu click Personal Information, Contact Information.

You may open up to 3 account(s).

Bank	Order	Account	Description	Type	Amount	
NEWBANK1	1	<a href="#">123456789</a>	fixed	Savings	25.00	<a href="#">Close Account</a>
NEWBANK	2	<a href="#">111111111</a>	Default	Checking	100.00%	<a href="#">Close Account</a>

Add
Select New Default
Account NEWBANK1 with description fixed - View or edit details for this account

2. Select **I agree with this statement** and click **Continue**
3. Make changes to applicable field(s)
4. Click **Update**

## HAVE A QUESTION OR NEED ASSISTANCE?

Please contact the AZ529 Plan Administrator at [AZ529@aztreasury.gov](mailto:AZ529@aztreasury.gov) or call 602-542-7529.