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 Ave
  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
  2118 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
  1800 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

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

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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

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

*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.

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: 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?

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.