

# 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

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**

590 Market St San Francisco, CA 94104

#### **Financial District**

451 Montgomery St San Francisco, CA 94104

#### **Inner Sunset**

701 Irving St San Francisco, CA 94122

#### Lakeside

2499 Ocean Ave San Francisco, CA 94127

#### 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

E-mail:

k2c@sfgov.org

Phone:

3-1-1 (In San Francisco) or 415-701-2311

To view account balances:

Go to: www.k2csf.org





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

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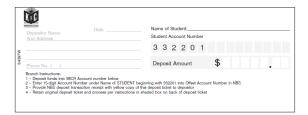
# How to Make Cash or Check Deposits in Person

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

Contributing cash, a check or a money order into a K2C Account ID Card 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

<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 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' 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:

- Contact your financial institution about setting up Bill Pay.
- Look for the merchant2:

#### **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:
  - a. Merchant Name Enter "Kindergarten 2 College Account"
  - b. Account # Enter your student's 15-digit account number
  - c. Merchant Address Enter the address P.O. Box 790020 St. Louis, MO 63179-9966
  - d. 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.





