



## 2 Authorized Representatives *(You must provide all requested information.)*

An entity Account Owner must designate one or more authorized representative(s) to act on its behalf and each must have a Social Security Number or Taxpayer Identification Number. Up to two authorized representatives can be listed below and an additional page can be attached, if needed.

Entity Account Owners are also required to submit documentation open an Account and to conduct future transactions, as described in the enclosed *Documentary Evidence Requirements for Opening New Entity Accounts* and *List of Approved Documents for Substantiation by Entity Account Owners*.

### Authorized Representative Information - 1

Authorized Representative Name (First, MI, Last, Suffix)																								
Title or Position																								
Social Security Number or Taxpayer Identification Number								Gender (M/F)		Date of Birth (mm-dd-yyyy)														
Business Telephone Number																								

### Authorized Representative Information - 2

Authorized Representative Name (First, MI, Last, Suffix)																								
Title or Position																								
Social Security Number or Taxpayer Identification Number								Gender (M/F)		Date of Birth (mm-dd-yyyy)														
Business Telephone Number																								

## 3 Beneficiary Information

The Beneficiary must be a person, who may reside outside the United States, and must have a Social Security Number or Taxpayer Identification Number. You must name a Beneficiary for all accounts, except for Qualified Scholarship Accounts opened by an IRC § 501(c)(3) or a state or local government that will name a Beneficiary in the future. You must provide a residential address or this Account cannot be opened.

Name (First, MI, Last, Suffix)																								
Social Security Number or Taxpayer Identification Number								Gender (M/F)		Date of Birth (mm-dd-yyyy)														
<input type="checkbox"/> <b>Check this box if the Beneficiary lives with the Account Owner. If so, do not provide an address in the boxes below.</b>																								
Residential Street Address (This must be a street address - a P.O. Box is not acceptable under the U.S. Patriot Act.)																								
City, State, Zip, Country (if foreign address)																								

## 4 Initial Contribution

Just follow these simple steps to fund your account:

- ✓ Select your Investment Option(s) and write the amount to be invested in each option
- ✓ Check the appropriate box(es) below to indicate how you will make your contribution(s).
- ✓ Call 1-877-338-4646 for assistance, if needed.

Before selecting your Investment Option(s), be sure to read the *Disclosure Booklet* for information about each option. You can make your initial and subsequent contributions by check or Electronic Funds Transfer (EFT), Rollovers from another Qualified Tuition Program or Automatic Contribution Plan (ACP), as described below and in the *Disclosure Booklet*.

**NOTE: If you allocate your initial contribution to the Guaranteed Option, transfers made at a later date (including transfers where there is a change of the Beneficiary) from the Guaranteed Option to the Money Market Option will not be permitted.**

Deposit my Initial Contribution(s) in:	Contribution Amounts <i>(Minimum \$25 each)</i>									
Managed Allocation Option	\$									
100% Equity Option (1918)	\$									
Balanced Option (2300)	\$									
100% Fixed Income Option (2301)	\$									
Money Market Option (2302)	\$									
Guaranteed Option (1917)	\$									
<b>Total Contribution Amount</b>	\$									

**Check**

*(Minimum \$25 per investment option)*

Indicate the amount of your initial contribution amount(s) into the selected Investment Option(s) above and enclose your contribution check(s) with this *Account Application*. Make check(s) payable to the *Minnesota College Savings Plan*. Contributions are permitted by personal checks, (excluding starter checks) bank drafts, teller's checks and checks issued by a financial institution or brokerage account payable to the Account Owner and endorsed to the Plan by the Account Owner, and third-party personal checks up to \$10,000 endorsed to the Plan by the Account Owner. Checks must be drawn on a U.S. banking institution and must be payable in U.S. dollars.

**Electronic Funds Transfer (EFT)**

*(Minimum \$25 for each Investment Option)*

Indicate the amount of your initial contribution amount(s) into the selected Investment Option(s) above. Provide your Banking Information in Section 5 of this form.

**Rollovers under I.R.C. § 529**

*(Minimum \$25 per investment option)*

Indicate the amount of your rollover from another Qualified Tuition Program (QTP) or from a Coverdell Education Savings Account (Education IRA). Unless the Plan receives a statement, including a breakdown of earnings and contributions for your original account, the entire rollover amount will be treated as earnings and will be reported as earnings upon withdrawal.

- **To make a direct rollover from another QTP**, submit a *Rollover Form* along with this *Account Application*.
- **To make an indirect rollover**, submit a rollover check along with this *Account Application*. The check must be received within 60 days of the date of withdrawal from the other program or account. You may provide the breakdown below or you may submit a statement from your former plan along with this form.

Contribution Amount	\$									
Earnings Amount	\$									
<b>Total Indirect Rollover Amount</b>	\$									

**Automatic Contribution Plan (ACP)**

*(Minimum \$25 for each Investment Option)*

Indicate the amount of your initial and/or subsequent Automatic Contribution Plan (ACP) contribution, which will automatically be transferred from your bank account into the Plan. Provide your banking information in Section 5 of this form.

## 5 Banking Information

Provide banking information here if you chose to make your initial investment through Electronic Funds Transfer (EFT) or the Automatic Contribution Plan (ACP), or if you elect to make subsequent contributions through the Electronic Purchase Option or the Automatic Contribution Plan (ACP). Separate withdrawals from your bank account will be made for each Investment Option you have selected. It may take up to ten days to initiate these options.

<b>Type of Account</b> <i>(check one):</i> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
<b>Account Number:</b>	<b>Routing Number:</b>
<b>Name(s) on Account</b> <i>(The Entity's name must appear on the bank account.)</i>	
<b>Bank Name:</b>	<b>Telephone Number:</b>

### Electronic Purchase Option

You can make subsequent contributions by telephone from the bank account listed above if you check this box.

- Yes, I elect the Electronic Purchase Option.

**Automatic Contribution Plan (ACP)**

You can make pre-scheduled, recurring contributions directly from your bank account through the Automatic Contribution Plan (ACP) if you provide the required information here.

- ✓ **Select the amount of your contributions.**

*This amount will automatically be withdrawn from your bank account on the frequency you indicate below.*

Deposit my ACP Contribution in:	ACP Contribution Amounts <i>(\$25 minimum per Option)</i>			
Managed Allocation Option	\$		,	. 0 0
100% Equity Option (1918)	\$		,	. 0 0
Balanced Option (2300)	\$		,	. 0 0
100% Fixed Income Option (2301)	\$		,	. 0 0
Money Market Option (2302)	\$		,	. 0 0
Guaranteed Option (1917)	\$		,	. 0 0
<b>Total Contribution Amount</b>	<b>\$</b>		<b>,</b>	<b>. 0 0</b>

- ✓ **Select the frequency of your contributions.**

*If none selected, then your bank withdrawals will occur monthly.*

<input type="checkbox"/> Bi-weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly
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- ✓ **Select the month(s) of your contributions.**

*If none selected and your frequency is quarterly, then your bank withdrawals will occur every calendar quarter.*

<input type="checkbox"/> Every Month (or →)	<input type="checkbox"/> Jan. <input type="checkbox"/> Apr. <input type="checkbox"/> Jul. <input type="checkbox"/> Oct.	<input type="checkbox"/> Feb. <input type="checkbox"/> May. <input type="checkbox"/> Aug. <input type="checkbox"/> Nov.	<input type="checkbox"/> Mar. <input type="checkbox"/> Jun. <input type="checkbox"/> Sep. <input type="checkbox"/> Dec.
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- ✓ **Select the date(s) of your contributions.**

*If none selected, then your bank withdrawals will occur on the fifth of each month or quarter selected above.*

<input type="checkbox"/> 5th	<input type="checkbox"/> 20th	<input type="checkbox"/> Other _____
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**6 Optional Information**

This information will not be disclosed in a way that personally identifies you and you are not required to complete this Section to open an Account in the Plan. See *Notice of TIAA-CREF Privacy Policy* and *Notice of Privacy Policy for the Minnesota College Savings Plan* in the *Disclosure Booklet*.

**How did you hear about the Minnesota College Savings Plan?** *(Check one or more.)*

- |  |                                 |                                   |   |  |  |
|--|---------------------------------|-----------------------------------|---|--|--|
| <input type="checkbox"/> Direct Mail           | <input type="checkbox"/> E-mail | <input type="checkbox"/> Employer | <input type="checkbox"/> TIAA-CREF Web site | <input type="checkbox"/> Colleague     | <input type="checkbox"/> Other               |
| <input type="checkbox"/> Television Commercial | <input type="checkbox"/> Radio  | <input type="checkbox"/> Print Ad | <input type="checkbox"/> Financial Advisor  | <input type="checkbox"/> Family/Friend | <input type="checkbox"/> Plan Representative |

**What aspect of the Minnesota College Savings Plan is most appealing to you?** *(Check one or more.)*

- |   |                                      |  |  |
|---|--------------------------------------|--|--|
| <input type="checkbox"/> Tax advantages | <input type="checkbox"/> Flexibility | <input type="checkbox"/> Estate planning | <input type="checkbox"/> Professional money management |
|---|--------------------------------------|--|--|

**Would you like to receive TIAA-CREF materials unrelated to the Minnesota College Savings Plan?**

- By checking this box, I am opting to receive TIAA-CREF materials unrelated to the Plan.

**7 Signature and Certification** *(An Authorized Representative must sign this section or this Account will not be opened.)*

**By signing below, I am agreeing on behalf of the entity named in Section 1 to terms and conditions set forth below and in the Participation Agreement for an Entity Account (the "Participation Agreement") contained in the Disclosure Booklet. I understand and agree that those documents govern all aspects of this Account and are herein incorporated by reference.**

- I certify all of the information provided by me on this *Account Application* is, and all information provided by me in the future will be, true, complete and correct.
- If I am opening a trust account, I certify the trust continues to be in effect and the named trustees have not been replaced.
- If I have enclosed a check for an indirect rollover, I also certify this amount was withdrawn from another Qualified Tuition Program or from a Coverdell Education Savings Account within the last 60 days to qualify for rollover treatment and I have not previously made a rollover for the same Beneficiary within the last 12 months.
- If I have provided Banking Information in Section 5, I authorize the *Minnesota College Savings Plan* to debit my bank account and to deposit such funds into my Plan Account. I authorize the financial institution holding the bank account to debit without responsibility for the accuracy of the transaction. I further agree neither the *Minnesota College Savings Plan* nor its agents will be liable for any loss, liability, cost or expense for acting upon these instructions, except to the extent required by applicable law.
- I understand Plan may from time to time amend the Participation Agreement and the Disclosure Booklet and I understand and agree I will be subject to the terms of those amendments.
- I have received, read and understand the *Disclosure Booklet*, including the *Participation Agreement*.

*Signature of Authorized Representative of Entity*

*Date*

**I will retain a copy of this Account Application, the Disclosure Booklet and the Participation Agreement (contained in the Disclosure Booklet) with my records.**

### Documentary Evidence Requirements for Opening New Entity Accounts

To help the government fight the funding of terrorism and money laundering activities, the following documentary evidence must be provided along with your *Account Application* to open an Account. These documents are required to establish the identity of the entity Account Owner.

Type of Entity	Documentary Evidence
<b>Corporation</b>	<ul style="list-style-type: none"> <li>▪ Certified Articles of Incorporation or a government issued business license</li> </ul>
<b>Trust</b>	<ul style="list-style-type: none"> <li>▪ Copy of the first and last pages of the Trust Instrument and the Certificate of Incumbency</li> </ul>
<b>Partnership</b>	<ul style="list-style-type: none"> <li>▪ Copy of the Partnership Agreement</li> </ul>
<b>Limited Liability Corporation (LLC)</b>	<ul style="list-style-type: none"> <li>▪ Copy of the LLC Agreement</li> </ul>
<b>Estate</b>	<ul style="list-style-type: none"> <li>▪ Certified copy of the court order establishing the estate</li> </ul>
<b>Non-Profit Organization under IRC Section 501 (c) (3)</b>	<ul style="list-style-type: none"> <li>▪ Copy of the letter or memorandum from the Internal Revenue Service indicating that the entity is an organization described under IRC Section 501(c)(3)</li> </ul>

You may also be required to provide additional substantiation to open and transact business in this Account. For more information, please refer to the *List of Approved Documents for Substantiation by Entity Account Owners* that appears on the following page.

**Mail this form to:**

**Regular Mail**

Minnesota College Savings Plan  
P.O. Box 55134  
Boston, MA 02205-5134

**Overnight Mail**

Minnesota College Savings Plan  
30 Dan Road  
Canton, MA 02021-2809



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Distributed by TIAA-CREF Individual & Institutional Services, LLC

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**List of Approved Documents for Substantiation by Entity Account Owners**  
*Including Minor Trust Accounts opened by a Trust that names a minor as beneficiary*

Substantiation is required from an entity Account Owner when opening a Plan Account or when conducting a transaction for that Account. Such documentation must include the following:

1. the legal status of the entity;
2. authorization by the entity to open the Account or conduct the transaction; and
3. authorization by the entity for the signer of the form to open the Account or conduct the transaction.

The same document may provide substantiation of all of the three required elements.

The documents set forth below meet these substantiation requirements and must be original or certified documents, dated no more than 60 days prior to receipt by the Program.

1. A corporate by-law extract or corporate resolution certified by an officer of the corporation (other than an individual authorized thereby to act as signer for the corporation's Account), with raised seal if in use by the corporation;
2. A certificate signed by the owner of a sole proprietorship;
3. A certificate signed by a general partner of a partnership (other than an individual authorized by the certificate to act as signer for the partnership's Account);
4. A certificate signed by an officer of a limited liability company, other company or association (other than an individual authorized by the certificate to act as signer for the Account of the limited liability company, other company or association);
5. A certificate signed by the chief executive officer of a state or local government agency;
6. A certified copy of a court order establishing an estate and naming a legal representative of the estate that is authorized to act as a signer of the Account of the estate;
7. A certificate signed by the trustee of a trust, a court order, or a certified copy of the portion(s) of a trust instrument, that confirms the creation of the trust and the identity of the trustee, and provides authorization for the trustee to act as a signer for the Account of the trust;
8. A letter or memorandum from the Internal Revenue Service indicating that the entity is an organization described in Section 501(c)(3) of the Internal Revenue Code;
9. An original memorandum exhibiting the appropriate letterhead and containing the holographic signature of any one of the following: (a) the chief executive officer of a corporation or limited liability company; (b) the general partner of a partnership; (c) the owner of a sole proprietorship; or (d) the chief executive officer of a state or local government agency; or
10. If the entity Account Owner is unable to provide substantiation in any of the foregoing forms, the entity Account Owner may propose an alternate form of substantiation to the Plan administrator's designee for consideration. The Plan administrator's designee must review the alternate form of substantiation for authenticity and completeness and must accept or reject it.
  - ***If judged authentic and complete***, the Plan administrator's designee must act on the alternate form of substantiation within 30 business days of so determining.
  - ***If judged inauthentic or incomplete***, the Plan administrator's designee must notify the Account Owner of the rejection of the alternate form of substantiation and set forth the reason for such determination in writing within 30 business days of so determining.

**Please retain a copy of this notice with your records.**

## Notice of Privacy Policy of the Minnesota College Savings Plan

**The following notice provides important information about the reasons that the Minnesota College Savings Plan (the “Plan”) has requested certain information from you on your Application and other forms for the Plan and the way such information will be used by the Plan.**

Section 7(b) of the Federal Privacy Act of 1974 (5 U.S.C.A. Section 552a note, Pub Law 93-579 Section 7) requires the State of Minnesota to disclose to you whenever your Social Security Number or Taxpayer Identification Number is requested, whether providing such information is mandatory or voluntary, the statutory or other authority by which the information is solicited, and the uses that the State of Minnesota will make of such information. Accordingly, you are hereby informed that the furnishing of your and your Beneficiary’s Social Security Number or Taxpayer Identification Number on an Application and other Plan forms is mandatory in that failure to provide it will prevent participation in the Plan. Your and your Beneficiary’s Social Security Number or Taxpayer Identification Number are requested pursuant to legal authority contained in the United States Code, Title 42, Section 405(c)(2) (C)(i); Internal Revenue Code of 1986, Section 6109(a); Proposed Treasury Regulation Section 1.529-4(b)(3)(i) and (c)(2)(i); and Internal Revenue Service Notice 2001-81. Your and your Beneficiary’s Social Security Number or Taxpayer Identification Number will be used to verify identity, as an identifier for your Account in the Plan so that all necessary data is accurately recorded, and for federal and state tax administration purposes involving Sections 529(b)(6) and (d) of the Internal Revenue Code of 1986. Your Beneficiary’s Social Security Number or Taxpayer Identification Number will also be provided to any Eligible Educational Institution that receives a direct distribution of a payment of Qualified Higher Education Expenses for the Beneficiary, so that the institution can verify your Beneficiary’s identity.

Pursuant to Minnesota Statutes, Section 13.02, subdivision 12 and Section 13.04, subdivision 2, you are hereby informed that the information that you supply on an Application, other Plan form, or on the Plan website is defined as private data on individuals and may not be disclosed to third parties without the informed consent of the person to whom it pertains, unless the information is authorized or required to be disclosed by Minnesota law, or other state or federal law. The purpose of requesting the information on the Application, other Plan form, or on the Plan website is to establish and administer a qualified tuition savings Account in the Plan according to the guidelines established under Section 529 of the Internal Revenue Code and by the State of Minnesota in Minnesota Statutes, Section 136G.01, et seq. Failure to provide the information requested on an Application or other Plan form will prevent your participation in the Plan. In order to establish and maintain a qualified tuition savings Account in the Plan for you, the information that you provide on the Application, other Plan form, or on the Plan website may be shared with other public and private individuals and entities for that sole purpose. Neither the Minnesota Higher Education Services Office nor the Minnesota State Board of Investment discriminates on the basis of disability in the admission or access to, or treatment or employment in, their programs or activities.

### Mail this form to:

#### Regular Mail

Minnesota College Savings Plan  
P.O. Box 55134  
Boston, MA 02205-5134

#### Overnight Mail

Minnesota College Savings Plan  
30 Dan Road  
Canton, MA 02021-2809



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