

Distribution Guide for College and University Payments

With your CHET 529 account you can pay a college or university directly using BillPay, direct debit (e-check), or transfer funds to your linked bank account or Fidelity account. Here's how:

Pay a school directly through BillPay:

- Log in to your account and access BillPay by clicking the "Pay Bills" Tab or select "Accounts and Trade" and then "BillPay"
 - (if applicable): Enroll your CHET account in BillPay.
- If already on the 529 account landing page, you may click the "Pay an Education Expense" link in the Money Movement section.
- Choose your CHET account from the drop-down menu and click "Add a Payee"
- Next, click "Add a School or company" and type in the name of the college or university you wish to pay
 - Note: If your college or university does not prefill, choose "Add a school or company manually" and complete the required fields
- Now that you have added your school or university as a standing payee, return to the Payment Center and enter the dollar amount of your payment and the date you wish the payment to be delivered by and click "Review payments"
 - Review the details of your payment and, if they are accurate, click "Submit payments".
 - Note: in most cases a physical check will be mailed to your school or university.

Initiate a direct debit payment from your 529 account with an educational institution:

- Fidelity has enabled 529 accounts to be eligible for direct debit (e-check); direct debit payments are initiated with the educational institution, not through Fidelity.
 - 529 direct debit may be used only for 529 distributions to qualified educational institutions in the United States to pay for qualified educational expenses as defined by IRC Section 529. Any earnings on non-qualified distributions may be subject to income tax and a 10% federal penalty tax. Your 529 balance available for direct debit will be limited to 95% of your account value as of the close of the NYSE on the prior business day of receipt of your direct debit distribution request.
- Log in to your account to view your routing and modified account number, which includes a required prefix, to provide to an eligible educational institution. Highlight the 529 account to ensure you are on the 529 account landing page.
 - You can view your routing and account number for direct debit by clicking on the "Routing number" link next to the 9-digit format of your account number on Fidelity.com. You can also visit [Determine Your Routing and Account Numbers](#) (Login required). You may also use the [Direct Deposit/Debit for a Fidelity Account form](#).
- Learn more by visiting the [direct debit landing zone](#).

Transfer funds to your linked bank account or Fidelity account:

- Log in to your account and highlight the 529 account to ensure you are on the 529 account landing page.
- In the Money Movement section of the page, select "Add money/withdraw from my account" and follow the prompts:
 - Select which account you want to *move money from*
 - Select where the money will be *transferred to (destination account)*; an existing Fidelity account, linked bank account, or a new bank account (to be added).
 - Both Electronic Funds Transfer (EFT) and Bank wire are available. Bank wire should be used to pay the educational institution directly, since you must include the Student ID number.
 - Once you have chosen the destination account, or added a new bank account, enter the dollar amount you wish to transfer, then click "Continue"
 - Review your transfer details. If they are accurate, click "Submit"
Note: Your transfer is now submitted. You will see the funds leaving your CHET account within one business day.

If you need assistance with paying a college or university, or have any other questions related to your CHET account you can reach us by phone at 888-799-CHET (2438). We recommend calling while our 529 or College Savings plan specialists are available, Monday–Friday from 8 a.m. to 9 p.m. ET.