

Dear Employer,

Your employee has signed up for *myRA* (*my* Retirement Account), a new individual retirement savings account developed by the U.S. Department of the Treasury. One way employees can start funding their *myRA* accounts is by setting up payroll direct deposit through their employers. This allows employees to set up automatic deposits into their *myRA* accounts by designating the amount they want to deduct from each paycheck.

As this person's employer, please set up payroll deduction through an allotment. The employee will present you with a direct deposit authorization form you can use, or you can ask the employee to use your own paper or electronic process. Once you've arranged the employee's payroll deduction, there is nothing else you need to do.

Employers do not administer employee *myRA* accounts, contribute to them, or match employee contributions.

If you do not currently offer direct deposit to your employees or are unable to set up allotments to their *myRA* accounts, your employee should visit **myRA.gov** for information on other funding options.

If you have any questions about the direct deposit allotment process or would like to learn more about *myRA* as a retirement savings option for your employees, visit our website at **myRA.gov**, or call **(844) 874-7590** to speak with a *myRA* support staff member.

Thank you,
myRA Support Staff
U.S. Department of the Treasury