**Section 529 Savings Plan Information**

If you plan to pay a student’s charges by withdrawing from a Section 529 Plan, most of the communication will take place between you and your savings program. The Washburn Business Office can help you by providing the information you need to order a withdrawal, but all requests must come from the account owner rather than the educational institution.

Below is a list of things to have ready when ordering a withdrawal from a Section 529 Savings Plan:

1. Amount to withdraw:
	1. Depending on your 529 Plan, you can request a qualified withdrawal to pay for tuition, fees, books and supplies required for enrollment or attendance, as well as housing charges (room and board). Washburn records tuition, fees, and housing charges on student accounts and sends electronic bills to students. Students can download PDF copies by signing into my.washburn.edu, going to the Payment Portal tile, then click on Pay Now to access WU-View.
	2. Since electronic bills are generated periodically, a more accurate view of the student’s account is shown in the student’s current activity within WU-View. We suggest your student adds you as an authorized user (also in WU-View) so you may view their account, receive electronic bills, and we can discuss their account with you if you call with questions.
	3. Charges for books and supplies are handled separately by the Ichabod Shop (Bookstore), and it is possible for these charges be paid up front and then receipts submitted to the 529 Plan for reimbursement to the Account Owner. Alternatively, the books can be charged to the student account and can be paid directly to the university from the 529 Plan. The Ichabod Shop allows students to charge books to their account up until the payment deadline each term, and those charges will become part of the total balance due on the electronic bill.
	4. Before ordering a withdrawal from the 529 Plan, we suggest you make sure that all charges are recorded, all class changes are complete, and that any financial aid expected is showing up in the student’s account. By waiting until a final figure is reached, you will prevent having to order more funds or return unneeded ones to the 529 Plan, or having any excesses refunded to your student.
2. When to withdraw:
	1. Feel free to contact the Business Office regarding the payment deadline so you know when to order the withdrawal, allowing enough time for the plan administrator to process your request and for the payment to reach the university.
	2. 529 Plans vary is their response time to your withdrawal requests, so it is a good idea to check with yours to find the turnaround time from withdrawal request to payment. We usually suggest a two-week lead time but the length of time varies.
	3. If for some reason there is a delay in the payment from the 529 Plan, please contact the Business Office. We can work with you on any late fees that may apply due to the delay.
3. Ordering payment from a 529 Plan:
	1. 529 Plans vary in how they make payment to universities. Many of them will send Washburn a check or electronic funds transfer directly, but they may also provide other options for payment including payment to account owners or payment to the beneficiary (student).
	2. Send payment to:  **Washburn University, Attention: Business Office, 1700 SW College Ave., Topeka, KS 66621**
	3. Include the student’s full name and the student’s Washburn identification number (WIN). If the WIN is unknown, please include the last four digits of the student’s social security number and date of birth.
	4. The telephone number of the Business Office is (785) 670-1156.