

WACO INDEPENDENT SCHOOL DISTRICT

SOLICITOR'S AGREEMENT

Processing Rules for Solicitors

Waco Independent School District desires to offer employees a payroll reduction plan for the purchase of annuities or other authorized investments as authorized under the provisions of Public Law 87-370, U.S. Internal Revenue Code Section 403(b) as amended to include 403(b)(7), and Article 6228a-5, Vernon's Texas Civil Statutes as amended by House Bill 1824. Solicitors wishing to solicit these accounts from Waco Independent School District employees must meet the requirements outlined below. Failure to comply will be cause for non-acceptance of any contract submitted by that solicitor.

1. First Financial Administrators, Inc., herein after referred to as "FFA", has been contracted by Waco I.S.D. as the Third Party Administrators for processing the above mentioned accounts. FFA will provide consolidated billing service to the District and disbursed payments to all providers within 48 hours after receipt of payment from the District (holidays and weekends excluded). In addition to billing functions, FFA will serve as your liaison to the District. FFA will provide the required forms, agreements, and review salary reduction agreements for compliance with I.R.S. regulations.
2. Any/all salary reduction agreement(s) for contribution to the before mentioned plan must be approved as to form and content by the Third Party Administrator. FFA's address is:

First Financial Plan Administrators, Inc.
515 North Sam Houston Pkwy. East, Fifth Floor
Houston, TX 77060
(800)523-8422

3. The TSA Hold Harmless Agreements provided by FFA are required. The Solicitor must have the Provider sign a Hold Harmless agreement (Form No. FFA HHA 3/00); no payroll deductions will be honored without a signed agreement.
4. Any/all changes to participant's account contributions will be made through the Third Party Administrator.
5. An employee must complete a Disclaimer Statement on any additions or changes of account contributions. The employee and the solicitor must sign the Disclaimer Statement. On any new or changes to an existing account, a properly completed salary reduction agreement must be submitted to and approved by the Third Party Administrator before the account is processed.
6. ENROLLMENT PERIOD. Employees may start 403(b) or 403(b)(7) plan at any time; however, the deductions will begin after paper work has been submitted to the TPA and according to TIME FRAME FOR DEDUCTIONS.
7. TIME FRAME FOR DEDUCTIONS: All paperwork must be completed and delivered to First Financial Administrators, Inc. on or before the 5th day of the previous month in order to effect a salary reduction. Any/all paperwork not completed and delivered to First Financial Administrators, Inc. by the 5th day of the previous month will be included in the following months payroll adjustments. Incomplete paper work will be returned to the Solicitor.

8. Solicitors must obtain prior approval from the principal and central office administration before proceeding on any campus. Solicitors will not be allowed to make presentations to campus personnel on campus during normal school hours (normal hours of school's operation are after 7:30 a.m or before 5:00 p.m.). Solicitors are not permitted to make phone calls to employees during normal school hours. A District employee may meet with a solicitor on district property outside of the employee's workday. Solicitors must check in with the principal's office upon arrival prior to meeting with the district employee.
9. Solicitors are to attach a copy of their license to solicit annuities.
10. Solicitors are to provide a copy of each application with the salary reduction agreement and the disclosure statement.

I do hereby understand and accept the rules and regulations for solicitation in the District.

(Name of Companies Represented)

(Solicitor – Print Name)

(State License Number)

(Date)

(Solicitor Signature)

(Solicitor Address, Zip Code)

(Solicitor Telephone & Fax No.)

Please Attach a Copy of Your License