

FIRST FINANCIAL ADMINISTRATORS 403(B)/403(B)(7) **HELPFUL GUIDE**

Please review the following information before submitting any SRA's (Salary Reduction Agreements) to FFA (First Financial Administrators, Inc.):

STEPS TO ESTABLISH A NEW 403(B)/403(B)(7) ACCOUNT

1. You will need to select a vendor of your choice.
 - A. At <http://www.ffga.com/403b/403bMain.aspx>
 - B. Select "Find a Provider"
 - C. Follow the prompts to "Choose your State"
 - D. "Choose your School"

This will pull up a list of all Approved Providers for your plan

2. In choosing an approved vendor, you will need to contact the chosen vendor.
 - A. Enrollment forms from your selected vendor will need to be processed with your vendor before any next steps
3. After successful enrollment, a FFA SRA will need to be submitted into FFA. (*Disclosure Statements are required for new accounts outside of Texas [Only Texas is Exempt]*)

http://www.ffga.com/403b/pdf_files/salary_reduction_agreement.pdf

- A. Completely fill out the SRA
- B. New accounts are required to have an Agent/Broker signature (No Load companies are exempt for signature on SRA. Please see your agent for additional details)
- C. Once completed, submit in to FFA. Fax and address located on top left corner of SRA

**To make ANY changes (increase, decrease, or stop) to your 403(b)/403(b)(7), a FFA SRA will be required.*

AGENTS INFORMATION

All agents must enroll on www.ffga.com (click on "retirement services" , then "403(b) online agent enrollment") When you enroll you are accepting the "**School District Rules for Solicitation**" for the current school year. Agents must enroll in order for new business to get processed.

EMPLOYEES & AGENTS- Once you have completed all necessary forms, please send them to FFA to the attention of the Retirement Service Department:

Fax # 281-847-8427 (SRA's) or
866-265-4594 (Please use this number for transfers, loans, distributions, etc)

REGULAR MAIL:

First Financial Administrators, Inc.
515 N. Sam Houston PKWY E. 5th Floor
Houston, TX 77060

OR

OVERNIGHT MAIL:

First Financial Administrators, Inc.
P.O. Box 670329
Houston, TX 77267

Contact Info: Please refer to your schools page under "Choose your School" for your Retirement Service Specialist information.