

AGENT 403(b) Retirement Savings Newsletter 2010-2011

First Financial Administrators, Inc.

AT FIRST FINANCIAL ADMINISTRATORS, INC (FFA)

we're excited about this upcoming year and will work hard to keep enrollments efficient and compliant. Please take careful note of the following information as several areas pertaining to 403(b) retirement savings plans are addressed.

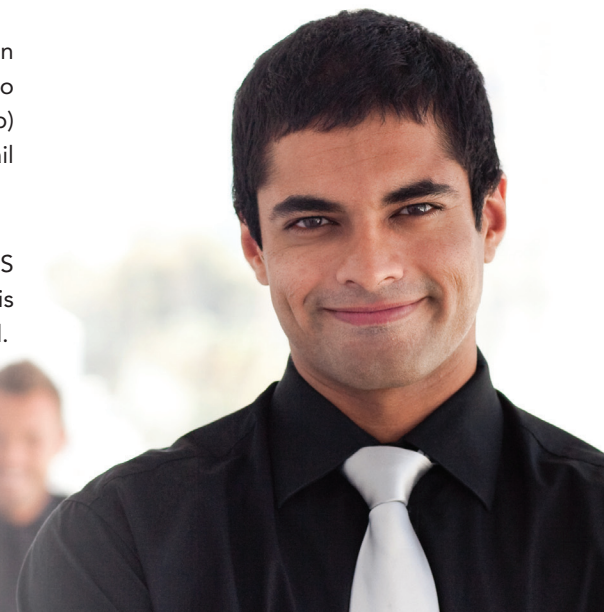
AGENT RESPONSIBILITIES

- » No On-Campus Solicitation – Read the school district Rules for Solicitation prior to writing business. **Agents who do not follow these rules may be banned from soliciting in the school district, or your vendor may be removed as an approved vendor in the district plan.**
- » Enroll annually on our website, www.ffga.com, prior to submitting business. Click on Retirement Services, then Agent Enrollment. It is important to have your current/updated email address when enrolling, as you will be notified via email when to re-enroll. Upon enrolling you agree to abide by the district's rules for solicitation.

- » Check our website, <http://www.ffgacom/403b/403bMain.aspx> for:
 - The school's due dates in order to have Salary Reduction Agreements (SRA) processed in the allotted time
 - The Plan Summary in order to know what the plan does or does not allow
 - The list of approved vendors
 - The Retirement Specialist
- » Always download the most current SRA being used and complete legibly.
- » Only the First Financial Salary Reduction Agreement form will be accepted to start and/or make any changes to 403(b) accounts. Send the SRA to FFA via mail or fax (866) 265-4594.
- » **Texas Only:** New accounts require TRS product code. If the product code is missing, the SRA will not be processed.

POINTS TO REMEMBER:

- » All Salary Reduction Agreement forms submitted replaces all previous agreements. The employee must list all vendors investing regardless if they are only making changes to one vendor.
- » Due to privacy laws, FFA is limited in the amount of information given pertaining to an employee's account. The employee must authorize us to discuss any account details with an agent.
- » Complete vendor paperwork and ensure that an account is open and active prior to submitting a SRA.
- » Do not leave paperwork at the schools as this will only delay the process. FFA will communicate any payroll changes to the school.



Mailing Address

P.O. Box 670329
Houston, TX 77267-0329

Physical Address

515 N. Sam Houston Pkwy East
Houston, TX 77060

Phone: (281) 847-8422

Toll Free: (800) 523-8422

Fax: (866) 265-4594



AGENT 403(b) Retirement Savings Newsletter 2010-2011

First Financial Administrators, Inc.

WHAT ARE THE CONTRIBUTION AMOUNTS?

Current contribution limits are as follows:

- » Under age 50 – up to \$16,500 per calendar year
- » Age 50+ - up to \$22,000 per calendar year

Reminder: The 15 year catch up is not an available option in any FFA administered plan.

TYPES OF DISTRIBUTIONS

REQUIREMENT: Must be an available option in the Employer's Plan. To verify available plan options please review the Plan Summary at <http://www.ffga.com/403b/403bMain.aspx>

Exchanges:

The SRA, a list of approved companies, as well as additional information can be obtained from our website at www.ffga.com.

An "exchange" allows a participant to transfer all or part interest from a 403(b) contract to another 403(b) contract. The transfer must be to a company on the approved list.

- » What paperwork do I submit?
You will need the surrendering and receiving company paperwork.

Buying Years of Service:

The participant may transfer his/her 403(b) account to buy back TRS years of

service or purchase out of state credit, if available.

- » What paperwork do I submit?
You will need to send the surrendering company paperwork along with the TRS trustee to trustee rollover form and service purchase invoice.

Transfers/Rollovers:

When a qualifying event occurs, the participant may be eligible to transfer/rollover the account to another retirement plan (457, IRA, a plan with a new employer, etc).

- » What paperwork must be submitted?
The surrendering and receiving company paperwork must be completed and submitted .

Loans:

Loans must be permitted within the plan. Many plans are limited to one outstanding loan. If only one loan is allowed the participant must have no outstanding or defaulted loans.

- » Processing time for loans and distributions:
Paper work is processed in the order received, generally within 24 hours.

- The participant or agent must contact the vendor for the proper forms. After completion, forward to FFA for review and approval. After approval process, the paperwork will be forwarded to appropriate vendor(s).
- To avoid delays, do not submit paperwork directly to the school. Please forward to FFA for review and approval.



Mailing Address

P.O. Box 670329
Houston, TX 77267-0329

Physical Address

515 N. Sam Houston Pkwy East
Houston, TX 77060

Phone: (281) 847-8422

Toll Free: (800) 523-8422

Fax: (866) 265-4594