

CENTRAL TEXAS COLLEGE

SOLICITORS AGREEMENT

Processing Rules for Solicitors

Central Texas College 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 and Senate Bill 273. Solicitors wishing to solicit these accounts from Central Texas College employees must meet the requirements outlined below. Failure to comply will be cause for non-acceptance of any contract submitted by that solicitor.

1. National Plan Administrators, Inc., herein after referred to as "NPA", has been contracted by Central Texas College as the Third Party Administrator for processing the above mentioned accounts. NPA will provide consolidated billing service to Central Texas College and disburse payments to all providers within 2 business days after receipt of funds and backup from Central Texas College (holidays and weekends excluded). In addition to billing functions, NPA will serve as your liaison to Central Texas College. NPA will provide the required forms, agreements, and review salary reduction agreements for compliance with state law and I.R.S. and TRS 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. NPA's address is:

National Plan Administrators, Inc.
PO Box 161630
Austin, Texas 78716
Phone: (512) 327-4420
3. The TSA Hold Harmless Agreement provided by NPA is required. The Solicitor must have the Provider sign a Hold Harmless Agreement; no payroll deductions will be honored without a signed Hold Harmless Agreement from the Provider.
4. Any/all changes to participant's salary reduction agreements will be made through the Third Party Administrator.
5. On any changes to an existing account, a properly completed Amended Salary Reduction Agreement must be submitted and approved by the Third Party Administrator before the account change 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 National Plan Administrators, Inc. on or before the Twentieth (20th) of the month in order to effect a salary reduction. Any/all paperwork not completed and delivered to National Plan Administrators, Inc. by the 20th will be included in the following months payroll adjustments. Incomplete paperwork will be returned to the Solicitor.
8. Representatives shall be permitted to make sales presentations to eligible employees on the premises of Central Texas College but only at the employee's request, as guests of the employee and administration and shall abide by Central Texas College's applicable rules and regulations.
9. No telephone campaigns are permitted to campus offices.
10. The providing of gifts or monetary rewards to any person in exchange for information on newly hired employees is strictly prohibited.
11. Central Texas College employees are not allowed to provide typing assistance or other clerical services to agents conducting business on campus.
12. Representatives are responsible for providing appropriate sales literature and services to each participant. Brochures from the approved companies may be made available for employees in the Employee Benefits Office. Campus bulk mailings are prohibited.
13. Pursuant to Art. 6228a-5, Texas Civil Statutes, Solicitors may only offer eligible qualified investment products to District employees.
14. Solicitors are to attach to this Agreement a copy of their license to solicit annuities.
15. Solicitors are to provide a copy of each application with the salary reduction agreement, the Required Information Statement, and the Disclosure Statement.

I do hereby understand and accept the rules and regulations for solicitation on Central Texas College property.

(Name of Companies that you can sell for)

(Solicitor – Print Name)

(State License Number)

(Solicitor's Address & Zip Code)

(Solicitor's Telephone Number)

(Solicitor's Signature)

(Solicitor's E-mail Address)

(Date)

Please Attach a Copy of Your Insurance License