SCHOOL DISTRICT RULES FOR SOLICITATION AND PROCESSING OF 403(b) AND 403(b)(7) ACCOUNTS

1. First Financial Administrators requires each agent to complete the "Rules for Solicitation" for each upcoming school year

2. Agents/Solicitors must comply with all TPA regulations

3. Each insurance company {403(b) accounts} and investment company/custodian {403(b)(7) accounts} must be approved by the district/parish and/or state law (where applicable) before payroll reductions will begin

4. **There will be NO SOLICITATION ALLOWED on campus property** (unless an employee has requested an appointment)

5. Employee requests and receives approval from building principal or department administrator to meet with the agent at campus site prior to scheduled appointment and appointment must be made on the employee's own personal time and at a location determined by the employee

6. Agents/Solicitors must report his or her presence on campus to the building principal or department administrator prior to the scheduled appointment

7. Agents/Solicitors may not solicit business from other employees while on site. An appointment must be arranged for other employees and above procedures followed

8. Literature is not allowed to be placed in employee's mailboxes or dropped off at any campus for distribution or forwarded through interoffice mail or company email

9. Agents/Solicitors may not send sales materials or any type of literature to employees through interoffice mail or company email

10. Solicitation by use of the district phone or company email is not permitted

11. Paperwork for new applications or changes must be submitted to First Financial Administrators, Inc. There will be no payroll changes made without prior TPA authorization

12. The forms necessary for new enrollments, increases/decreases, changing carriers, or stopping contributions must be submitted to First Financial Administrators, Inc. **All forms must be properly completed by the participant and the sales representative**. Any form that is not completed properly will be rejected; the sales representative will be notified promptly. It is the responsibility of the sales representative to contact the employee and, in most cases, the employee's request for payroll reduction will be delayed until the following enrollment period or until the paperwork has been corrected. **(If you are faxing paperwork, it is your responsibility to verify that the paperwork is received by our office. We will not be held responsible for faxes that are not received by our office.)**

13. All paperwork will be processed according to the date received.

14. All 403(b) and 403(b)(7) account contributions will be made through the Third Party Administrator as the agent of the School District

15. **Any agent/solicitor who violates any of the District's policies will lose any and all privileges**