



## Agent 403(b) Retirement Savings Newsletter 2009-2010

### Agent Responsibilities:

- NO ON-CAMPUS SOLICITATION. Read the solicitation rules for the district prior to writing business. **Agents who do not follow these rules may result in no longer being able to write business with the district or your vendor being removed as an available vendor at that district.**
- Enroll annually on our website: [www.ffga.com](http://www.ffga.com), prior to submitting business. Click on Retirement Services, then Agent Enrollment. It is important to have your current/update e-mail address when enrolling as you will be notified via e-mail when to re-enroll. Upon enrolling you agree to abide by the district's rules for solicitation.
- Check on our website:  
<http://www.ffga.com/403b/403bMain.aspx>
  1. for the school's due dates in order to have Salary Reduction Agreements processed in the allotted time.
  2. for the Plan Summary in order to know what the plan does or does not allow.
  3. for the list of approved vendors
  4. for the Retirement Specialist
- Always download the most current SRA being used and complete legibly.
- Only the First Financial Salary Reduction Agreement (SRA) form will be accepted to start and/or make any changes to 403(b) accounts. (We do not need the vendor application). Send the SRA to First Financial via mail or fax 281-847-8427.

### BE AWARE:

- **All Salary Reduction Agreement forms submitted replaces all previous agreements.** The employee must list all vendors investing in regardless if they are only making changes to one vendor.
- Due to HIPAA law, First Financial is limited in the amount of information given pertaining to an employee's account. The employee must authorize First Financial to discuss their accounts with an agent.
- Complete vendor paperwork and ensure that an account is open and active prior to submitting an SRA.
- **Do not leave paperwork at the schools as this will only delay the process.** First Financial will direct the school on any payroll changes necessary.

### 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 the plans.

## **Types of Distributions:**

### **Exchanges:**

The SRA, a list of approved companies, as well as additional information can be obtained from our website at: [www.ffga.com](http://www.ffga.com). Please be aware our website will be updating January 2009.

An exchange is when you have a 403(b) with one vendor and start another 403(b) with a new vendor under the same employer plan and you want to merge the two accounts. You must move your 403(b) account to a company that is on the approved list.

Q: What paperwork do I submit?

A: You will need the surrendering and receiving company paperwork.

### **Buying Years of Service:**

You may transfer your 403(b) account to buy back TRS years of service or purchase out of state credit, if they are available to you.

Q: What paperwork do I submit?

A: You will need to send the surrendering company paperwork along with the TRS trustee to trustee rollover form.

### **Transfers:**

Once you have a qualified event you may be eligible to transfer your account to another retirement plan (457, IRA, a plan with your new employer, etc.)

Q: What paperwork do I submit?

A: You will need the surrendering and receiving company paperwork.

### **Loans:**

In order to apply for a loan you must first make sure the plan allows loans and number of loans available. Most plans limit loans to one available loan at a time therefore, make sure you have no outstanding or defaulted loans. Obtain necessary forms from the vendor and submit to FFA for approval.

- Paperwork received in good order is normally processed within 2-7 business days. MOST paperwork is not in good order when received.

Paperwork not in good order could take up to:

- Distributions: 2-4 business days
- Loans: Because we need letters from the vendors, loans could take up to 3 weeks to process.
- Exchanges: 5-7 business days.
- Transfers: 5-7 business days

These timeframes are an estimate as we depend on others to forward required information requested.

- The participant or agent needs to contact the vendor for the proper forms needed, complete and send them into FFA for review and approval. Once request is reviewed it will be forwarded on to the necessary vendor(s).
- Do not submitted paperwork directly to the school, please forward to FFA for review and approval.