

Employer Authorization Form—Payroll Deduction



Instructions

Please complete this Form to establish payroll deductions for Texas Tuition Promise Fund® (TTPF) account(s) for your employees. This Form must be completed prior to accepting contributions for any of your employees.

Please print clearly in all CAPITAL LETTERS using black ink. Fill in circles completely. ● not ⊗ not ✎

Once completed, please mail or fax this Form to:

Texas Tuition Promise Fund
P.O. Box 44305
Jacksonville, FL 32231-4305
Fax: 519-4652


If you have any questions, please contact us at 800-445-GRAD (4723), option #5, Monday through Friday from 8am to 6pm Central Time.

1 | Employer Information

Company Name		Federal Tax ID Number	
Company Street Address (do not use PO Box)	City	State	Zip
Contact Person		Daytime phone Number	
Title		Fax Number	
E-mail Address		Number of Employees in Company	

2 | Payroll Information

1. Approximate date company plans to begin payroll deduction (mm/yyyy): _____
2. Frequency of deposits: Weekly Biweekly Monthly Quarterly Other _____
3. Do you use a third-party vendor? No If yes, name of vendor _____
4. How do you intend to send in contributions?
 - Via check—You must include a breakdown of employees, account numbers and dollar amounts**
Make check payable to the Texas Tuition Promise Fund and mail it to:
Texas Tuition Promise Fund
P.O. Box 44306
Jacksonville FL 32231-4305
 - Via ACH—Send an individual ACH for EACH employee using these instructions:**
SunTrust Bank
ABA # 061000104
Account # 46400310
Addenda Record: TTPF 7 _____
(Your employee's 10-digit TTPF Account Number)



The Texas Tuition Promise Fund® (“Plan”) is administered by the Texas Prepaid Higher Education Tuition Board (“Board”) and Orion Advisor Solutions, Inc. is the plan manager. The Plan and the Board do not provide legal, financial, or tax advice and participants in the Plan should consult a legal, financial, or tax advisor prior to purchasing a contract.

Participation in the Plan does not guarantee admission to or graduation from any college or university. Only the purchaser may direct redemptions, withdrawals, changes in beneficiary, or other contract changes. Non-residents of Texas should consider whether their home state, or the beneficiary’s home state, offers residents any tax or other state benefits, such as financial aid, scholarship funds, and protection from creditors, that are only available for participants in that state’s plan.

You may lose money by participating in the Plan. No part of a contract is a deposit or obligation of, or is guaranteed or insured by, the Board, the state of Texas, or any agency or agent thereof. The contracts have not been registered with or approved by the SEC or any state. Purchasers should carefully consider the risks, fees, charges, and expenses associated with contracts, including Plan termination and reduced Transfer or Refund Value. Transfer Value applies to redemptions at private colleges and universities, out-of-state colleges and universities, medical and dental schools, career schools, and registered apprenticeship programs and is the lesser of: (1) the costs the units would cover at a Texas public college or university; or (2) the original purchase price of the units plus or minus net investment earnings or losses on that amount. The Plan Description and Master Agreement contain this and other information about the Plan and may be obtained by visiting www.texastuitionpromisefund.com or calling 800-445-GRAD (4723), option #5. Purchasers should read all Plan documents carefully before purchasing a contract.

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