

Employer Authorization Form—Payroll Deduction



TEXAS TUITION
PROMISE FUND™
A Prepaid Plan as Smart as You Are

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: 1.800.519.4652

If you have any questions, please contact us at 1.800.445.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 FundSM and mail it to:
Texas Tuition Promise Fund
P.O. Box 44306
Jacksonville FL 32231-4306
 - 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[®] is established and maintained by the Texas Prepaid Higher Education Tuition Board. NorthStar Financial Services Group, LLC (“NorthStar”) is the plan manager and the Texas Tuition Promise Fund is distributed by Northern Lights Distributors, LLC and administered by Gemini Fund Services, LLC. Northern Lights Distributors, LLC and Gemini Fund Services, LLC are subcontractors to NorthStar and are otherwise not affiliated with NorthStar. Some states offer favorable tax treatment to their residents only if they participate in the state’s own plan. Non-residents of Texas should consider whether their state offers its residents a 529 plan with alternative tax advantages and should consult their tax advisor. The Contracts are not deposits or other obligations of any depository institution. Neither a Contract nor any return paid with a refund is insured or guaranteed by the FDIC, the state of Texas, the Texas Prepaid Higher Education Tuition Board, any other state or federal governmental agency or NorthStar or its subsidiaries or affiliates. The Contracts have not been registered with the U.S. Securities and Exchange Commission or with any state.

Purchasers should carefully consider the risks, administrative fees, service and other charges and expenses associated with the Contracts, including plan termination and decreased refund or transfer value. 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 1.800.445.GRAD (4723), option #5. Purchasers should read these documents carefully before purchasing a Contract.

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