



CONROE
INDEPENDENT
SCHOOL DISTRICT

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.**
5. Agents/Solicitors may purchase an employee directory from the Legal Office, which contains non-restricted information on employees.
6. Literature is not allowed to be placed in employee mailboxes or dropped off at any campus for distribution.
7. Agents/Solicitors may not send sales materials or any type of literature to employees through interoffice mail or company email.
8. Solicitation by use of the district phone or company email is not permitted.
9. 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.
10. 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, and the sales representative will be notified promptly. It is the responsibility of the sales representative to contact the employee. 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 the paperwork is received by First Financial Administrators, Inc. First Financial Administrators, Inc. is not responsible for faxes not received by its office.)**
11. All paperwork will be processed according to the date received.
12. All 403(b) and 403(b)(7) account contributions will be made through the Third Party Administrator as the agent of the School District.
13. **Any agent/solicitor who violates any of the District’s policies will lose any and all privileges.**