

MEMORANDUM

TO: SOLICITORS - TAX SHELTERED ACCOUNTS – IBERVILLE PARISH SCHOOL BOARD

FROM: National Plan Administrators

SUBJECT: TSA Administration

Iberville Parish School Board has entered into an agreement with National Plan Administrators, Inc. to act as the third party administrator for Tax Sheltered Accounts. The third party administrator will be providing the following services for the School Board: 1) consolidated billing; 2) auditing legal documents; 3) acting as liaison for employees, agents, and providers; and 4) collecting provider Hold Harmless Agreements.

There is no cost to the participants. All of the current Providers and Solicitors will be afforded an opportunity to participate. The Provider will be required to sign a Hold Harmless Agreement which exempts the School Board, School Board employees and the Third Party Administrator (National Plan Administrators) from Product Liability. The most significant changes for Solicitors are a) new forms and b) submitting all paperwork directly to National Plan Administrators. New payroll reduction forms for employees of Iberville Parish School Board will be honored only if:

1. Cooperating Providers have submitted a signed Hold Harmless Agreement.
2. Solicitors have signed the Solicitor's Agreement (Please include your address and phone number).
3. A properly executed Salary Reduction Agreement and Disclosure Statement have been submitted.

The purpose of TSA administration is not to inhibit you from doing business in the Iberville Parish School Board. Rather, it is to provide the professional annuity solicitors the proper atmosphere in which to conduct business. TSA administration will relieve some of the burden and liability from the School Board. For your information, National Plan Administrators, Inc. is an administration company only and will not be soliciting 403(b) or 403(b)(7) contracts. Should you have any questions, please direct them to:

National Plan Administrators, Inc.
P. O. Box 161630
Austin, Texas 78716
Phone: (512) 327-4420
E-mail: TSA@Natlplan.com

In order to continue as a Solicitor in the Iberville Parish School Board, please complete the Solicitor's Agreement. Forward it to National Plan Administrators, Inc. Please send a Hold Harmless Agreement to each of the companies that you represent.

IBERVILLE PARISH SCHOOL BOARD

SOLICITORS AGREEMENT

Processing Rules for Solicitors

Iberville Parish School Board desires to offer employees a payroll reduction plan for the purchase of annuities or other authorized investments as authorized under the provisions of Public Law 87-370, U.S. Internal Revenue Code Section 403(b) as amended to include 403(b)(7). Solicitors wishing to solicit these accounts from Iberville Parish School Board employees must meet the requirements outlined below. Failure to comply will be cause for non-acceptance of any contract submitted by that solicitor.

1. National Plan Administrators, Inc., herein after referred to as "NPA", has been contracted by Iberville Parish School Board as the Third Party Administrator for processing the above mentioned accounts. NPA will provide a consolidated billing service to the School Board and disburse payments to all providers within 2 business days after receipt of payment and backup material from the School Board (holidays and weekends excluded). In addition to billing functions, NPA will serve as your liaison to the School Board. NPA will provide the required forms, agreements, and review salary reduction agreements for compliance with I.R.S. regulations.
2. Any/all salary reduction agreement(s) for contribution to the before mentioned plan must be approved as to form and content by the Third Party Administrator. NPA's address is:

National Plan Administrators, Inc.
PO Box 161630
Austin, Texas 78716
Phone: (512) 327-4420
3. The TSA Hold Harmless Agreements provided by NPA are required. The Solicitor must have the Provider sign a Hold Harmless Agreement; no payroll deductions will be honored without a signed agreement.
4. Any/all changes to participant's account contributions will be made through the Third Party Administrator.
5. On any changes to an existing account, a properly completed Amended Salary Reduction Agreement must be submitted and approved by the Third Party Administrator before the account change is processed.
6. **ENROLLMENT PERIOD.** Employees may start 403(b) or 403(b)(7) plan at any time, however, the deductions will begin after paper work has been submitted to the TPA and according to **TIME FRAME FOR DEDUCTIONS.**
7. **TIME FRAME FOR DEDUCTIONS:** All paperwork must be completed and delivered to National Plan Administrators, Inc. on or before the first (1st) of the month in order to effect a salary reduction. Any/all paperwork not completed and delivered to National Plan Administrators, Inc. by the 1st will be included in the following months payroll adjustments. Incomplete paperwork will be returned to the Solicitor.

8. No solicitation on school board property.
9. Agents must sign and abide by guidelines of solicitation.
10. Any product offered for payroll reduction must first be approved.
11. A Hold Harmless Agreement must be signed by an officer of the soliciting company to indemnify the Board.
12. The soliciting company must complete and sign the Hold Harmless Agreement agreeing to pay \$.50 per deduction per pay period to the Board's current Third Party Administrator (National Plan Administrators) or any successor TPA and failure to pay such fees will be cause for termination of the payroll deduction.
13. A minimum of 250 applications per company must be completed before a payroll slot is created.
14. The soliciting company shall appoint a full-time career agent who is a resident of or has an office in Iberville Parish to act as a liaison between the soliciting agent and the current TPA of the Board.
15. Failure on the part of an approved soliciting company to comply with these rules shall immediately result in, but not be limited to, the cessation of that company's right to continue to sell products to employees.
16. Solicitors are to attach a copy of their license to solicit annuities.
17. Solicitors are to provide a copy of each application with the salary reduction agreement and the Disclosure Statement.

I do hereby understand and accept the rules and regulations for solicitation in the School System.

(Name of Companies that you can sell for)

(Solicitor – Print Name)

(State License Number)

(Solicitor's Address & Zip Code)

(Solicitor's Telephone Number)

(Solicitor's Fax Number)

(Solicitor's E-mail Address)

(Solicitor's Signature)

(Date)

Please Attach a Copy of Your Insurance License