

FIRST FINANCIAL ADMINISTRATORS 403(B)/403(B)(7) **HELPFUL GUIDE**

Please review the following information before submitting any SRA's (Salary Reduction Agreements) to First Financial Administrators, Inc. (FFA):

STEPS TO ESTABLISH A NEW 403(B)/403(B)(7) ACCOUNT

1. You will need to select a vendor of your choice.
 - A. Go to: <http://www.ffga.com>
 - B. Select "View Employer Retirement Plan"
 - C. Select "Your Authorized Providers"

Once you select the providers, this will list all Approved Providers for your plan

2. In choosing an approved provider, you will need to contact the chosen provider for an agent to help with:
 - A. Enrollment forms: you will need to complete an application with your selected provider in order to proceed to step 3
3. After successful enrollment, an FFA SRA will need to be submitted into FFA. (*Disclosure Statements are required for new accounts outside of Texas [Only Texas is Exempt]*)

SRA (salary reduction agreement):

- A. Go to: <http://www.ffga.com>
- B. Select "Forms and Benefit Information"
- C. Choose 403b, submit, the form will be available to complete and print
- D. New accounts are required to have an Agent/Broker signature (No Load companies are exempt for signature on SRA. Please see your agent for additional details)
- E. Once completed, submit the SRA to FFA. Fax and address located on the bottom of the SRA.

**To make ANY changes (increase, decrease, resume or stop) to your 403(b)/403(b)(7), a FFA SRA will be required.*

AGENTS INFORMATION

All agents must enroll on www.ffga.com (click on "403b Agent Services" , then "403(b) Agent Enrollment" or click the "Enroll Now – red button") When you enroll you are accepting the "**School District Rules for Solicitation**" therefore read before accepting. Agents must enroll in order for new business to get processed.

EMPLOYEES & AGENTS- Once you have completed all necessary forms, please send them to FFA to the attention of the Retirement Service Department:

**Fax #: SRA's - 281-847-8427
866-265-4594
(Use the 866 fax number for transfers, loans, distributions, etc)**

REGULAR MAIL:

First Financial Administrators, Inc. OR
11811 North Freeway, Suite 900
Houston, TX 77060

OVERNIGHT MAIL:

First Financial Administrators, Inc.
P.O. Box 670329
Houston, TX 77267

Contact Info: Please refer to your schools page under "View Employer Retirement Plan" for your Retirement Service Specialist information.

*Last Update 10/2012