

# Employee Payroll Deduction Form



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

## Instructions

Please complete this Form to establish, change or delete payroll deduction for your existing Texas Tuition Promise Fund<sup>SM</sup> (TTPF) account(s).

Before completing this Form:

- (1) You must have an established TTPF account.
- (2) Check with your payroll department regarding (a) the availability of this service by your company and (b) whether your company's payroll department has completed and submitted an Employer Authorization Payroll Deduction Form.

Please print clearly in all CAPITAL LETTERS using black ink.

Fill in circles completely. ● not ⊗ not ☞

Before TTPF can accept your payroll deduction payment, TTPF must have on file an Employer Authorization Form for Payroll Deduction.

Once completed:

- Provide a copy of this Form to your Human Resources Department so they can initiate payroll deduction payments.
- Mail or fax a copy of this Form to:

**Texas Tuition Promise Fund**  
P.O. Box 44305  
Jacksonville, FL 33231-4305

**Fax: 1.800.519.4652**

If you have any questions about this Form, please call **1.800.445.4723, option #5**, Monday through Friday from 8am to 6pm Central Time.

**IMPORTANT NOTE: For Installment Contracts, all payments are due on the first of each month.** Payments received after the 15th of each month will be considered late and will be subject to late fees if full payment is not received within 30 days of the due date. Even if your payroll deduction is made in a timely manner, a late fee still could be incurred if the payment is not received by the program by the due date.

- Necessary deductions to satisfy the full amount due on the TTPF account on the first of each month should be deducted from the prior month's payroll to avoid late payments.
- It is the responsibility of the account owner and/or employee to ensure payments are up-to-date and current on the TTPF account. Therefore, the account purchaser should make payments by check on a timely basis to avoid incurring late charges until payment by payroll deduction is in effect.

## 1 | Employee/Company Information

Employee's First Name

M.I.

Last Name

Social Security Number

Company Name

Company Contact

( )

Contact Phone Number

## 2 | Payroll Deduction Type

Please select one of the following payroll deduction requests:

- Establish a new payroll deduction
- Change allocation percentage
- Cancel existing deduction
- Change deduction amount

Continued on next page

### 3 | Payroll Deduction Amount

State the amount to be deducted from your paycheck each pay period.

- For a Monthly Installment plan, your total deductions per month should be at least as much as your scheduled monthly TTPF payment.
- For a Pay-As-You-Go plan, the deduction can be for any amount as long as it is at least \$15.

Total Deduction \$ \_\_\_\_\_

TTPF Account Number	Beneficiary Name	Scheduled TTPF Monthly Installment Amount	Amount per payroll deduction to be allocated to each account
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
			<b>Total</b>

### 4 | Authorized Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**All Employees – Please complete the following steps:**

**Make a copy of this Employee Payroll Deduction Form and:**

1. Keep a copy for your records.
2. Give a copy to your company's Human Resources Department.
3. Send or fax a copy to:

**Texas Tuition Promise Fund**  
**P.O. Box 44305**  
**Jacksonville, FL 32231-4305**  
**Fax: 1.800.519.4652**

The Texas Tuition Promise Fund<sup>SM</sup> 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 NorthStar affiliate Northern Lights Distributors, LLC and administered by NorthStar affiliate Gemini Fund Services, LLC. 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](http://www.texastuitionpromisefund.com) or calling 1.800.445.GRAD (4723), option #5. Purchasers should read these documents carefully before purchasing a Contract.**

Comments or complaints may be forwarded to the Prepaid Higher Education Tuition Program, Office of the Comptroller of Public Accounts at P.O. Box 13407, Austin, Texas 78711-3407, or by calling 1-512-936-2064.

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TP0000.209.0814 September 1, 2014