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® (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.

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.

Return this Form and any other required documents by:

Uploading to: access.texastuitionpromise.com/login

Or Mailing to: **Texas Tuition Promise Fund**
P.O. Box 44305
Jacksonville, FL 32231-4305

If you have any questions about this Form, please call **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 purchaser 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.

Section I. | Employee/Company Information

Employee's First Name _____ M.I. _____ Last Name _____ Last 4 of SSN or Taxpayer ID _____

Company Name _____

Company Contact _____ ( ) Contact Phone Number _____

Section II. | Payroll Deduction Type

Please select one of the following payroll deduction requests:

- ◯ Establish a new payroll deduction
- ◯ Cancel existing deduction
- ◯ Change allocation amounts
- ◯ Change deduction amount

Section III. | 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 Amount (if applicable)	Amount per payroll deduction to be allocated to each account
			$
			$
			$
			$
			$
			Total

Section IV. | Authorized Signature

x _____ _____

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. Return this Form by:

Uploading to:
access.texastuitionpromise.com/login

Or Mailing to:
Texas Tuition Promise Fund
P.O. Box 44305
Jacksonville, FL 32231-4305

The Texas Tuition Promise Fund® ("Plan") is administered by the Texas Prepaid Higher Education Tuition Board ("Board"). Orion Advisor Solutions, Inc. is the manager of the Plan, which is maintained by Catalis Regulatory and Compliance, LLC, who is not affiliated with Orion. The Plan and the Board do not provide legal, financial, or tax advice and you should consult a legal, financial, or tax advisor before participating.

Non-residents of Texas should consider whether their home state, or the beneficiary's home state, offers its residents any tax or other state benefits such as financial aid, scholarship funds, and protection from creditors that are only available for participants in that state's plan.

Participation in the Plan does not guarantee admission to or graduation from any college or university. Only the purchaser may direct redemptions, withdrawals, changes in beneficiary, or other contract changes.

You may lose money by participating in the Plan. No part of a contract is a deposit or obligation of, or is guaranteed or insured by, the Board, the state of Texas, or any agency or agent thereof. The contracts have not been registered with or approved by the SEC or any state. Purchasers should carefully consider the risks, fees, charges, and expenses associated with contracts, including Plan termination and reduced Transfer or Refund Value. Transfer Value applies to redemptions at Texas private colleges and universities, out-of-state colleges and universities, medical and dental schools, career schools, and registered apprenticeship programs and is the lesser of: (1) the costs the units would cover at a Texas public college or university; or (2) the original purchase price of the units plus or minus the Plan's net investment earnings or losses on that amount. The Plan Description and Master Agreement contain this and other information about the Plan and may be obtained by visiting TexasTuitionPromiseFund.com or calling 800-445-GRAD (4723), option 5. Purchasers should read the Plan Description and Master Agreement, and all other Plan documents carefully before purchasing a contract.

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