Employer Authorization Form — Payroll Deduction

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

Instructions

Please complete this Form to establish payroll deductions for Texas Tuition Promise Fund® (TTPF) account(s) for your employees. This Form must be completed prior to accepting contributions for any of your employees.

Please print clearly in all CAPITAL LETTERS using black ink. Fill in circles completely.
For example: ● not ⊗ not ☑

Forms are available on our website at **TexasTuitionPromiseFund.com/tips-tools/forms-materials/**, or by calling a Customer Service Representative at **800-445-GRAD (4723), option #5**, Monday through Friday from 8am to 6pm Central Time.

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

Section I. | Employer Information

Company Name

Federal Tax ID Number

Company Street Address (do not use PO Box)

City

State

Zip

Contact Person

( )
Primary Telephone Number

Title

( )
Secondary Telephone Number

E-mail Address

Number of Employees in Company

Section II. | Payroll Information

1. Approximate date company plans to begin payroll deduction (mm/yyyy): _____
2. Frequency of deposits: ○ Weekly ○ Biweekly ○ Monthly ○ Quarterly ○ Other _____
3. Do you use a third-party vendor? ○ No ○ If yes, name of vendor _____
4. How do you intend to send in contributions?

○ **Via check—You must include a breakdown of employees, account numbers and dollar amounts**
Make check payable to the Texas Tuition Promise Fund and mail it to:

Texas Tuition Promise Fund
P.O. Box 44306
Jacksonville FL 32231-4305

○ **Via ACH—Send an individual ACH for EACH employee using these instructions:**

Truist Financial
ABA # 061000104
Account # 46400310
Addenda Record: TTPF 7 _ _ _ _ _ _ _ _ _ _

(Your employee's 10-digit TTPF Account Number which starts with the number "7")

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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