

# Employer Authorization Form — Payroll Deduction



## 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. ● not ⊗ not ⊕

Forms are available on our website at [www.texas tuition promise fund.com/tips-tools/forms-materials/](http://www.texas tuition promise fund.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.texas tuition promise fund.com/login](http://access.texas tuition promise fund.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		( )	
Title		Primary Telephone Number	
E-mail Address		( )	
		Secondary Telephone Number	
			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\* (“Fund”) is administered by the **Texas Prepaid Higher Education Tuition Board** (“Board”). Orion Advisor Solutions, Inc. is the plan manager of the Fund. The Fund 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 Fund 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 Fund. 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 Fund 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 net investment earnings or losses on that amount. The **Plan Description and Master Agreement** contain this and other information about the Fund and may be obtained by visiting [www.TexasTuitionPromiseFund.com](http://www.TexasTuitionPromiseFund.com) or calling 800-445-GRAD (4723), option #5. Purchasers should read the Plan Description and Master Agreement, and all other Fund documents carefully before purchasing a contract.

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