



234 Friendship Lane ▪ Fredericksburg, Texas 78624
Central Administration ▪ Telephone (830) 997-9551 ▪ Fax (830) 997-6164

TO: SOLICITORS OF 403(b) ANNUITY PLANS

FROM: Deborah P. Ottmers, CPA, RTSBA, CBM
FISD Assistant Superintendent for Business & Finance

SUBJECT: 403(b) ADMINISTRATION

Fredericksburg Independent School District has entered into an agreement with First Financial Administrators, Inc. to act as our third party administrator. The third party administrator will be providing the following services for the school district:

- 1) consolidated billing;
- 2) collecting data related to plan loans, withdrawals, exchanges, etc.;
- 2) auditing accounts;
- 3) providing customer service for employees, agents, and providers;
- 4) providing and collecting required documents, paperwork and agreements;
- 5) verifying that Providers are certified under the TRS certified vendor list.

Should you have any questions, please direct them to:

First Financial Administrators, Inc.
P.O. Box 670329
Houston, Texas 77267-0329
Phone: (281) 847-8422 (800) 523-8422
Fax: (281) 847-8427

In order to offer 403(b) and 403(b)(7) products in the Fredericksburg ISD, please complete the First Financial Administrative Contract Provider Agreement and forward to FFA. All agents must register with FFA and use the FFA salary reduction agreement as provided at www.ffga.com, retirement services.

Deborah P. Ottmers

June 4, 2008

Signature

Date

Deborah P. Ottmers
Name (Print)

Assistant Superintendent for Business &
Finance
Title