

# Enrollment and Transfer Process

## Can I open an account with Aspire?

1. Use the 403(b) Plan Search tool to find and verify your plan at <https://www.pcsretirement.com/aspire/tools/403b-plan-search>.
2. Select **State**, then Select **Employer/District**
3. If plan is **CLOSED** under Investment Firm Policy, the plan sponsor has restricted which advisors can enroll new participants. Please contact [PFS@pcsretirement.com](mailto:PFS@pcsretirement.com) for instructions on how get added.
4. If plan is **OPEN** under Investment Firm Policy, proceed to downloading forms(s) for enrollment and transfer (if applicable). App and other resources can be found on the Primerica resource page: <https://www.pcsretirement.com/aspire/primerica/403b>.
  - Enrollment Form labeled 403(b)(7) Application and Agreement
  - Transfer Form labeled Exchange/Transfer/Rollover Form
5. Third Party Administrator (TPA) section details the TPA that the plan is working with. When a plan is NOT working with a TPA, the section will populate Self-Administered which means that a Salary Reduction and Transfer approval need to be obtained at the plan.
6. Fund availability is American Funds A Shares and Franklin Templeton A Shares.

### Find Your Plan

Select a State

Florida

Select Employer/District

Charlotte

**Third Party Administrator**

TSA Consulting Group, Inc.  
PO Box 2799  
Fort Walton Beach, FL 32549

**Investment Firm Policy**

Open - Any advisor can enroll new participants in the plan using the Aspire payroll slot.

**Investment Funds Policy**

Closed - The plan sponsor has restricted the investment options for the plan. Please email [403b457services@aspireonline.com](mailto:403b457services@aspireonline.com) to receive a list of the available fund options for the plan.

Please submit your enrollment form through the Online Form Submission process. Your request will be processed within 2-3 business days of receipt. Please reach out to your plan administrator to complete a Salary Reduction Agreement.

# How do I open an account at Aspire?

To establish a new participant account, it is important to adhere to the procedures listed below:

- 1 Participant Information:** ALL information is REQUIRED. Please include a valid email address to which Aspire can send important account information.
- 2 Beneficiary Designation:** Please indicate who will receive the value of your retirement account should you die. If your Spouse is not your primary beneficiary, please have your Spouse sign in the designated area and have the form notarized. If you do not name a beneficiary, your estate is the beneficiary, which could lead to additional taxation and accelerated distributions.
- 3 Appointment of Financial Professional:** If you are working with a Financial Professional please complete this section. Please read and acknowledge the permissions you give your Financial Professional.
- 4 Account Investment Election Form:** Your Investment Choices: Include the ticker symbol, fund name, and allocation percentages. If you are working with a Financial Professional, discuss share class choices with them. Check with your Financial Professional or a respective Fund Company to see if the selected investment can be purchased with the load waived.
- 5 Financial Professional & Investment Strategist Payment Information:** If you are working with a Financial Professional, please complete this section.  
  
Financial Professional Information: In order to be compensated please include all payment and advisory fee information.
- 6 Participant Agreement:** Please read and acknowledge the account agreement and fee disclosure.
- 7 Complete form:** Primerica BD-1 Form.
- 8 Submit completed forms:** Upload Forms at <https://www.pcsretirement.com/aspire/tools/forms-submission-tool>. Or email [enrollmentforms@pcsretirement.com](mailto:enrollmentforms@pcsretirement.com) if you're using DocuSign or have issue with Forms Submission Tool. Send Aspire application and Primerica BD-1 Form to the Primerica back office. Primerica will review, approve, and forward to Aspire for set up.
- 9 Once account is open,** provide salary reduction agreement, which can be found on TPA website or from school district.

# How do I transfer an account to Aspire?

- 1 Complete the [Exchange, Transfer, or Rollover Request form](#)
- 2 **Current Account Information:** ALL information is required. Required Documents include:
  - Account Statement: Please provide a copy of your current account statement
  - Surrendering Vendor Form (if applicable): Please verify the Exchange | Transfer | Rollover policy with the sending institution and obtain any necessary distribution forms. Generally, you must call the surrendering vendor to obtain the proper information and/or forms.
- 3 **Signature and Acceptance:** Signatures **REQUIRED** for the following:
  - Account Holder
  - **EMPLOYER/PLAN ADMINISTRATOR**

A signature guarantee is not mandatory on Aspire paperwork; however, please confirm requirements with surrendering vendor.

Aspire processes applications in 1-2 business days, and processes transfer forms within 5-7 business days. Please note that surrendering firms may have additional processing times.