

## *Administrative Procedures*

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**All participant transaction and SRA forms should be mailed or faxed to MidAmerica for approval.** This includes any distribution, rollover, transfer/exchange, loan, hardship, or Salary Reduction Agreement.

**The 403(b) TPA Fax # is: 863-688-4466.**

**If utilizing only MidAmerica's Compliance Services**, please submit the Data Requirements spreadsheet to MidAmerica at least quarterly so we can update our systems. You may upload the spreadsheet to MidAmerica using the secure website link below:

<http://www.midamerica.biz/content/employers/uploadform403b.aspx>

**If utilizing MidAmerica's Common Remitting Services**, please submit the Contribution Data Requirements spreadsheet for each contribution to MidAmerica using the secure website link below:

<http://www.midamerica.biz/content/employers/uploadform403b.aspx>

The information we need included in the data (in Excel):

- Name
- Social Security Number
- Full vendor name
- Amount of contribution

**Please make checks payable to: GWN Marketing.** Please ensure that the check is sent directly to GWN.

**Funds may be submitted in the following ways:**

By Check:      GWN Marketing  
Employee Deposit Account  
C/O Colonial Bank  
P.O. Box 568828  
Orlando, FL 32856-8828

By ACH:        Colonial Bank  
Account # 8034084817  
ABA# 063113222

By Wire:       Colonial Bank  
Account # 8034084817  
ABA# 062001319