

Rev.

2002-0241

INTRODUCED BY: ALBERT D. LAQUE, PARISH PRESIDENT
(CHIEF ADMINISTRATIVE OFFICER)

RESOLUTION NO. 5030

A resolution to approve and authorize the execution of a Participation Agreement for the Student Tuition Assistance and Revenue Trust (START) Saving Program.

WHEREAS, the State of Louisiana has established the Student Tuition Assistance and Revenue Trust Program, an innovative savings program designed to assist parents and others with the financial burden of paying for their children's education after high school; and,

WHEREAS, the program is offered as a Qualified Tuition Program under Section 529 of the Federal Internal Revenue Code; and,

WHEREAS, in order to assist the employees of St. Charles Parish in planning for the high cost of their children's post secondary education it is the desire of the Parish Council to offer the START Program through a payroll deduction.

NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL AND THE PARISH PRESIDENT, do hereby approve the participation of St. Charles Parish in the Student Tuition Assistance and Revenue Trust (START) Program.

BE IT FURTHER RESOLVED, that the Parish President is hereby authorized to execute the Participation Agreement and any other documents necessary for participation.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: RAMCHANDRAN, FAUCHEUX, AUTHEMENT, BLACK, MARINO, MINNICH
NAYS: NONE
ABSENT: HILAIRE, FABRE, ABADIE

And the resolution was declared adopted this 17th day of June 2002, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN:

SECRETARY:

DLVD/PARISH PRESIDENT: June 18, 2002

APPROVED:

DISAPPROVED:

PARISH PRESIDENT:

RETD/SECRETARY:

AT: 3:20 pm RECD BY:

Albert D. Laque

Barbara J. Gault June 18, 2002

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START SAVING PROGRAM EMPLOYER PAYROLL DEDUCTION PARTICIPATION AGREEMENT

WHEREAS, the employer/institution named below (hereinafter the "Employer") wishes to provide its employees with the opportunity to contribute to START Education Savings Accounts administered by the Louisiana Tuition Trust Authority (hereinafter the "Authority") through automatic payroll deduction; and

WHEREAS, the Employer agrees to the terms, conditions and procedures established by the Authority and enumerated below:

1. The Employer agrees to sign and return a copy of this START Employer Payroll Deduction Participation Agreement at least ten (10) business days prior to beginning deductions. The Employer agrees that the Agreement is intended to protect the rights and interests of both parties and to insure the reliable continuity of payroll deduction services for the employee.
2. The Employer agrees that only employees who are owners of START Education Savings Accounts may participate in payroll deduction pursuant to this agreement.
3. The Employer agrees to withhold monies from an employee's payroll check only after receiving a completed and approved Payroll Deduction Authorization form from the START program office.
4. The Employer agrees to transmit funds to the Authority by either: (choose one)
 - ☒ submitting a check made payable to "START" by messenger or by United States Mail to the address set forth below, or
 - ☐ transmit funds electronically pursuant to a valid and executed Electronically Transmitted Funds Agreement.
5. The Employer further agrees to transmit to the Authority a report in the format indicated below which contains:
 - employee names
 - total amount deducted for each employee
 - employee START account ID number (social security number plus two digit identifier)

FIELD	LENGTH	TYPE	EXAMPLE
Employee START Account ID #	11	Numeric	90212098301
Dollar Amount	7	Numeric	\$123.00 should bc 0012300 -\$132.00 should bc 0013200
Employee Last Name	20	Character	Doe

6. The Employer agrees to transmit the information required by Paragraph 5 either by:
(choose one)
- ☐ File Transfer Protocol (FTP) through the Internet via Lanet at www.OSFA.state.la.us, or
- ☒ mailing to the address set forth below a ASCII file on diskette or a manual report

Check payments, diskettes or manual reports should be mailed to:

START
P.O. Box 91271
Baton Rouge, LA 70821-9271

7. Employer agrees that remittance of deductions to the Authority shall take place (choose one)
- ☐ semi-monthly (twice monthly) in whole dollar amounts with a **minimum deduction of \$10.00 per month per employee**, or
- ☒ monthly in whole dollar amounts with a **minimum deduction of \$10 per month per employee**.
8. Employer agrees that **no change** in the amount of the payroll deduction shall be made without the completion of a new Payroll Deduction Authorization form by the employee.

THEREFORE, In consideration of the commitments evidenced by the signatures hereto, the Authority does hereby grant the Employer participation in payroll deduction for contributions to START Education Savings Accounts.

FOR THE EMPLOYER

Employer Name

Federal Tax Identification Number

Address

Authorized Signature

City

State

Zip

Parish President
Title

6/18/02
Date

Contact Person

Title

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Telephone

()
Fax

FOR THE LOUISIANA TUITION TRUST AUTHORITY

Jack L. Quinn

Executive Director
Authorized Signature for the Authority

Date: April 1, 2002