

Administrative Procedures

All participant transaction and SRA forms should be mailed, faxed, or uploaded via secure upload 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

Transactions secure upload website link:

<https://www.midamerica.biz/forms/file-upload-pages/403b-transactions/?ssl>

SRA secure upload website link:

<https://www.midamerica.biz/forms/file-upload-pages/403b-sra/?ssl>

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 by logging on to the Client Login site using the link below:

<https://fe2.midamerica.biz/login.aspx>

If utilizing MidAmerica's Common Remitting Services, please submit the Contribution Data Requirements spreadsheet for each contribution to MidAmerica by logging on to the Client Login site using the link below:

<https://fe2.midamerica.biz/login.aspx>

When providing data to us, please utilize the Contribution Data Requirements template spreadsheet available on our website here:

<http://www.midamerica.biz/employers/retirement/403b-tpa-services/403b-general-information-and-bulletins/>

Please make checks payable to: MidAmerica. Please mail check directly to MidAmerica.

Funds may be submitted in the following ways:

By Check: MidAmerica
P.O. Box 3628
Lakeland, FL 33802

By ACH: Bank of America, N.A.
Account # 898037224692
ABA# 063100277

By Wire: Bank of America, N.A.
Account # 898037224692
ABA# 026009593

Title on Account: Common Remitter Clearing Trust / MidAmerica Administrative & Retirement Solutions, Inc.

Reference: **Please list the Employer name**