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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

January 14, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-30

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

SUBJECT: Department Request for Payroll Deduction Vendor, SED-3 Forms

This memo is to clarify **the purpose of the SED-3 form, Department Request for Payroll Deduction Vendor**. Initial application by new vendors or current vendors requesting a new product/policy or service must be supported by a Department Request from at least one department of the executive branch of state government other than the Division of Administration. A completed SED-3 form is required to be included with the Statewide Vendor's submission of the new application packet to OSUP by the required annual deadline of January 31.

Certification does not represent endorsement of the product by the state or department, and **agency Department Heads are not obligated to sign the form**. If the Department Head (any elected official, department secretary or their designee for those agencies as defined under R.S. 36.4) does decide to sign the SED-3 form presented by the vendor, the department head must certify:

- 1) that the vendor has provided evidence that the company meets or exceeds the requirements of R.S.42:455,
- 2) that said applicant has knowledge of the requirements of the payroll deduction rule linked on OSUP web page http://www.doa.louisiana.gov/osup/payroll_ded_info.htm, and
- 3) that this product/service would be a benefit for employees of this department/agency.

All Revised Statutes (R.S.) referenced in this memo and the payroll deduction rule can be viewed at <http://www.legis.state.la.us/> under Louisiana Laws. A list of departments under the executive branch of state government can be viewed at http://www.louisiana.gov/Government/Agency_Index/.

If you have any questions, please contact Angel Vernon at (225) 342-5344 or Jodi Bullock at (225) 342-5345.

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