

Renewal Application Compilation Instructions

Application Packet must be submitted electronically (hard copy packets are no longer required) to OSUP at _DOA-OSUP-BFA@LA.GOV should include each of the following items:

- Vendor letter of transmittal on company letterhead identifying your company's submission of the annual renewal packet. The vendor letter of transmittal should advise if 1) there are any changes to the person identified as being responsible for the FTP file retrieval, and 2) if there are any changes to the Vendor's Louisiana Employee specific website and/or web address.
- SED-2, Application form signed by one of the principal officers listed in item #3 AND the Administrative Coordinator with the Corporate Seal. Handwritten signatures and the seal are still required. The completed SED-2 (with signatures and seal) must be scanned and submitted electronically in PDF format, in addition to the completed SED-2 (without signatures and seal) in Word format. If the Corporate Seal is not visible when scanned, submit a hard copy to OSUP by mail at:

Division of Administration
Attention: Andrea P. Hubbard
Office of State Uniform Payroll
PO Box 94095
Baton Rouge, LA 70804-9095

- For NON-Insurance Vendors or Domestic Insurance Vendors not meeting A.M. Best rating requirements, provide evidence of compliance with §114 of the payroll deduction rule and R.S. 42:455.
- SED-2PID, Product Identification Data form must be submitted in Excel. ****DO NOT CHANGE FIELDS, COLUMNS, OR ROWS ON EXCEL FILE. ALL QUESTIONS MUST BE ANSWERED.****
- Addendum - for EACH policy on form SED-2PID **must** be submitted in Word. **** DO NOT CHANGE.****
 - Attach Monthly Premium Rate schedules and calculation sheet if applicable
 - Attach Specimen Policy
 - Attach Riders and Rate schedules
 - Attach Brochures/Flyers
 - For policies with a guarantee issue, include a copy of the vendor's application/enrollment form that an employee would complete to apply for coverage.
- SED-4, copy of current approved State Employee Payroll Deduction Authorization form must be submitted in Excel or PDF.