



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

December 17, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-27

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

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

The purpose of this memo is to provide further details on the Department Request for Payroll Deduction Vendor, SED-3 form. Initial application for a new product or service (new vendor or current vendor requesting new product/policy) 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. The SED-3 form is required to be completed and included with the miscellaneous insurance vendor's submission of the new application packet by the required annual deadline of January 31.

Although the SED-3 form will not officially be revised until a rule change can be completed, the Department Head (any elected official, department secretary or their designee for those agencies as defined under R.S. 36.4.A.) can certify that the vendor has provided evidence that the company meets or exceeds the requirements of R.S.42:455 and that said applicant has knowledge of the requirements of the payroll deduction rule, instead of certifying that the request does not represent a duplication of comparable service. *Department Heads may attach a copy of this memorandum to a signed SED-3.* Certification does not represent endorsement of product by state or department and **agency Department Heads are not obligated to sign the form.**

If you have any questions, please contact Angela Woods at (225) 342-5345.

JWC:ACV