

New Application Compilation Instructions

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

- Vendor letter of transmittal on company letterhead identifying your company's submission of the new application packet.
- 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

- SED-3, Department Request for Payroll Deduction Vendor form (REQUIRED FOR NEW VENDORS AND CURRENT VENDORS REQUESTING A NEW PRODUCT/POLICY) must be submitted in PDF format.
- List of LA Companies/Employers with which you currently have payroll deduction slots.
- 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 any policy with a guarantee issue, include a copy of the vendor's application/enrollment form that an employee would complete to apply for coverage.
 - **For insurance policies: Attach a copy of the approval letter from the Louisiana Department of Insurance for this specific policy form number.**