

# PAYROLL DEDUCTION APPLICATION



**DPA**

Pursuant to Rule 1-79 of the State Personnel Rules, state departments and institutions of higher education are required to process payroll deductions that have been authorized by the Director of Personnel through a written application and approval process. Those wishing to be considered for authorization must complete this application and submit it to the State Personnel Director, Colorado Department of Personnel and Administration, Division of Human Resources, 1313 Sherman Street, First floor, Denver, Colorado 80203. Applications will be reviewed and determinations made within 30 days of receipt.

1. Name of organization: \_\_\_\_\_

\_\_\_\_\_  
Street Address City State Zip Code

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

2. Name and title of person completing this application: \_\_\_\_\_

3. Is the organization in good standing with the Colorado Secretary of State? Yes \_\_\_\_\_ No \_\_\_\_\_

4. What is the general purpose or mission of the organization? \_\_\_\_\_

5. What is the purpose of the deduction? \_\_\_\_\_

6. Describe how the organization and the purpose of the deduction are related to state employment. \_\_\_\_\_

7. Identify the state departments and/or institutions of higher education from which deductions are requested, and for each indicate the number of employees that potentially may use this payroll deduction: \_\_\_\_\_

8. Additional information (if any) for the Director's consideration: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date