

**IMPORTANT REMINDERS:  
REGARDING YOUR PARTICIPATION IN THE PAYROLL DEDUCTION PROGRAM**

- 1.) Your company/agency/representative must remain in good standing and/or properly licensed by the Department of Insurance.
  - 2.) Your company/agency must remain in compliance with all applicable laws and regulations governing insurance with the Commonwealth of Kentucky.
  - 3.) No solicitation is to be made on state time.
  - 4.) You must receive *prior* approval before planning a visit to a state agency. Remember that approval to visit and solicit is granted *per agency* and even with approval, the employees' choice to talk to you is strictly voluntary.
  - 5.) Remember to be respectful of the agency work environment.
  - 6.) Your first planned distribution MUST be approved *prior* to agency distribution. If you make any reference including, or similar to, the "Commonwealth of Kentucky" or "State Employees", you must also include the following disclaimer:
    - This information has been prepared for employees of the Commonwealth of Kentucky, however, the Commonwealth of Kentucky/Personnel Cabinet does NOT endorse or sponsor any of these products.
  - 7.) Upon enrollment, you must complete and have each employee sign an Employee Authorization for Payroll Deduction. This completed document must be provided to the enrolled employee's HR Administrator for set-up in our payroll system. A sample document has been included in this packet and shows all fields that MUST be included for processing.
  - 8.) If you or your company wish to make any changes listed in the Payroll Deduction Agreement, Section III, proper notification is required.
  - 9.) Contact information must always remain current.
  - 10.) We suggest that you direct bill employees until you have enough enrolled to cover the administrative fee. Remember that this fee cannot be passed on to employees.
  - 11.) All information regarding this process should be shared with your company/agency/organization.
  - 12.) The Personnel Cabinet reserves the right to discontinue programs that are determined not to be consistent with the best interests of the Commonwealth.
- \*For a full listing of policies and procedures please refer to your signed copy of the Payroll Deduction Agreement.