



**Steven L. Beshear**  
Governor

**PERSONNEL CABINET**  
501 High Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601  
Phone (502) 564-7430  
Fax (502) 564-7603  
[www.personnel.ky.gov](http://www.personnel.ky.gov)

**Tim Longmeyer**  
Secretary

TO: Companies Interested in Payroll Deduction

FROM: Stephanie Lynn Carpenter, Administrator  
Payroll Deduction Program  
Division of Employee Management  
Department of Human Resources Administration

Handwritten signature of Stephanie Lynn Carpenter in black ink.

SUBJECT: Interest in Participating in Payroll Deduction Program

Thank you for your interest in the Payroll Deduction Program. Enclosed are all of the documents necessary to understand the process and apply for participation:

1. Payroll Deduction Program Overview
2. Payroll Deduction Agreement
3. Certificate of Authorization to Deduct Administrative and Other Charges Relating to the Cost of Payroll Deductions
4. Application for Approval to Participate in Payroll Deduction Process
  - a) Payroll Deduction Wire Transfer Form

These documents are also available on our website at [http://personnel.ky.gov/](http://personnel.ky.gov) under the section: HR Administrators, then click on Payroll Information and Payroll Deduction Information.

Completed application packets should be sent to my attention at:

-Mail-  
501 High Street, 3<sup>rd</sup> Floor  
Frankfort, KY 40601

-Fax-  
502/564-1823

-Scanned/Emailed-  
[StephanieL.Carpenter@ky.gov](mailto:StephanieL.Carpenter@ky.gov)

If you have any questions about this process or any of the documents, please feel free to contact me by email or by phone at 502/564-6616.

Again, thank you for your interest in participating in the payroll deduction process.