

COVERSHEET – LUMP SUM SEPARATION PAR PACKAGE

- I. **TO:** State Controller’s Office Date:
PPSD – Statewide Civil Service Audits
- II. **What type of PAR is in this PAR package? (select one):**
PAR for cash only (when SCO must key)
PAR for current tax year only with Savings Plus Contribution*
1st Tax Year PAR of a two-tax year PAR Package with Savings Plus Contribution
2nd Tax Year PAR of a two-tax year PAR Package with Savings Plus Contribution
*Current tax year contribution only; EE is not deferring any amount into the following tax year.
- III. **What is included in this PAR package? (select all that apply)**
Election Form
PAR
457(b) Traditional Catch-Up Approval Letter (Note: If the EE submitted a 457(b) Traditional Catch-Up Approval Letter, be sure the EE included those Catch-Up contributions on the Election Form.)
- IV. **FROM:**
Agency: Name: Agency Code:
Contact: Name: Phone:
Universal Email:
- V. **EE’s** SSN:
EE’s Name:
- VI. **Message:**

Do not enter employee contribution amounts on this coversheet. Those amounts must be indicated on the Savings Plus Lump Sum Separation Pay Contribution Election Form submitted with the PAR package.

Please refer to the [Statewide Customer Contact Center](#) (SCCC) at (916) 372-7200 for further assistance, or visit the SCO website for additional contact information.

- For questions related to PARs, follow the prompts for Civil Service Audits.
- For questions related to payroll or contribution amounts, follow the prompts for Civil Service Payroll.