

COVERSHEET – LUMP SUM SEPARATION PAR PACKAGE

I. **TO:** State Controller's Office
PPSD – Statewide Civil Service Audits

Date: _____

II. **What type of PAR is in this PAR package? (select one)**

- ☐ Cash only (when SCO must key)
 - ☐ One tax year Savings Plus Contribution only – Current tax year
 - ☐ One tax year Savings Plus Contribution only – Next tax year*
 - ☐ 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*
- *November and December separations only

III. **Additional Information**

Did you already submit a PAR package for the PAR type indicated above? ☐ Yes ☐ No
If Yes, please explain in the Message section below why you are submitting this PAR.

IV. **What is included in this PAR package? (check 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.)

V. **FROM**

Agency Name: _____
Contact Name: _____
Universal Email: _____

Agency Code: _____
Contact Phone: _____

VI. **Employee Information**

SSN: _____
First and Last Name: _____

VII. **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.