



CHIEF FINANCIAL OFFICER  
JEFF ATWATER  
STATE OF FLORIDA

January 20, 2012

IN REPLY REFER TO:  
DFSBP 12-01

TO: Agencies Addressed

FROM: John Bennett, Chief  
Bureau of State Payrolls

SUBJECT: Authorized Signature Forms – Payroll Certifications

Our payroll certification policy requires all agencies to submit to the Bureau of State Payrolls (BOSP) an Authorized Signature Form ([DFS-A3-1930](#)), which identifies all agency employees that have been approved by the agency head to certify payroll documents.

We are currently updating our payroll certification records and respectfully request that each agency complete the attached Authorized Signature Form and return it to BOSP by **February 9, 2012**. You may mail, email or fax your completed form to us. Our fax number is (850) 413-5552 and mailing address is: Bureau of State Payrolls, Attention: Payroll Processing Section, 200 East Gaines Street, Tallahassee, FL 32399-0356.

**Special Reminder:** Only authorized signatures of State officials or employees will be allowed and accepted by this office as authentication of the Payroll Certification.

Thank you, in advance, for your cooperation.

Please contact Pam Sidebottom at (850) 413-5568, [pamela.sidebottom@myfloridacfo.com](mailto:pamela.sidebottom@myfloridacfo.com) or Alice Angulo at (850) 413-5564, [alice.angulo@myfloridacfo.com](mailto:alice.angulo@myfloridacfo.com), if you have any questions.

JB/AA: ka

Attachment