Type IV Charter Schools
Full Services: HRS, PSFS and RR&P

Required Documentation

LACOE offers:

- CalSTRS and/or CalPERS retirement reporting
- PSFS for accounts payable processing and accounting services
- HRS for payroll processing including direct deposit

All documents and forms should be submitted electronically to sfs_bcsu@lacoe.edu

Documents

- Charter Petition
- Copy of Articles of Incorporation bearing the seal of the Secretary of State, if your Charter is affiliated with a Non-Profit Public Benefit Corporation
- Board Minutes Approving charter school
- Federal, State PIT, SUI & Disability Numbers (copy of the official paperwork establishing these numbers)

Forms

- General Application for Charter Schools (digital/e-signature)
- Certification of Signatures (wet signature)
- Charter School Intentions (digital/e-signature)
- Charter School Mail Delivery (digital/e-signature)
- Commercial Warrant Approval Resolution (digital/e-signature)
- District Security Administrator and Alternate Letter format (wet signature)
- PeopleSoft Operator Security Request – (one for each PeopleSoft user) (wet signature)
- RAD User Security Form – (one for each RAD user) (wet signature)
- Charter School Funds Distribution (digital/e-signature)
- Resolution to Issue Funds (digital/e-signature)
- Bulletin Distribution Form (digital/e-signature)
- Introduction & Authorized Signatures (wet signature)
- HRS Coordinator and Alternate Letter format (wet signature)
- Operator Authorization Request (wet signature)
- Reporting Agent Authorization-IRS 8655 (To be filled out by LACOE and submitted to school for sections 1-8, 15-16, 18-19) (wet signature)
- Resolution to Authorize Replacement/Stale-Dated Warrants (sample)

Please note: Payroll will not re-issue stale dated warrants without a board resolution from the Charter School.

CalSTRS Forms (if elected)  All wet signatures

- CalSTRS Activation Packet
- Pre-Tax Receivable Resolution - CalSTRS

CalPERS Forms (if elected)  All wet signatures

- EPMC Resolution - CalPERS
- Pre-Tax Receivable Resolution - CalPERS
- CalPERS Applicant Questionnaire
- CalPERS Certification Form
- School’s By-Laws