



Policy Number: **1.1**  
Policy Title: **Financial Obligations**  
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Authority:

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## **PURPOSE**

To ensure that the employees of the Arkansas Department of Finance and Administration (DFA) comply fully with the laws and regulations they are enforcing and all applicable requirements of government taxing and regulatory authorities at the state, federal and local levels.

## **APPLICABILITY**

All DFA employees are subject to this provision, including temporary employees.

## **POLICY**

DFA requires all DFA employees to comply fully with tax laws and regulations. All DFA employees are required to comply fully with all applicable requirements of government taxing and regulatory authorities at the federal, state, and local levels. This includes car sales tax, car tag renewals, property taxes, driver's licenses, child support payments, etc. Employees' state tax records will be checked at least yearly, and possibly more often, for compliance. Those who fail to comply will be terminated. All DFA employees are required to sign the Financial Obligations Certification on the signature page of the DFA Handbook.

## **TAX AGREEMENTS**

DFA employees are required to obtain prior written approval from the DFA Director or his designee to enter into a written agreement/payment plan and continue employment. Employees who fail to obtain prior written approval or are in default on one payment of a payment plan may be terminated.

### **DEPARTMENT CONTACT:**

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