



*Caring for our DPS Family Since 1946*

## **Steps to Enroll**

*Sign up Anytime!*

### **Electronic Submission and Payroll Deduction**

- Go to <https://www.dps.texas.gov/section/finance/dps-mutual-fund>.
- Click on Application Form. Complete form, sign it electronically, and click on “Email” at the bottom of the form to send it.
- Click on Payroll Deduction Form. Complete form, sign it electronically, and click on “Email” at the bottom of the form to send it.

### **Paper Submission**

- Go to <https://www.dps.texas.gov/section/finance/dps-mutual-fund>.  
Click on Application Form. Print, complete, sign, and send to address shown on bottom of the application. Include a method of payment:

### **Method of Payment**

1. Go to <https://www.dps.texas.gov/section/finance/dps-mutual-fund>.  
Click on Payroll Deduction Form. Print, complete, sign, and send to address shown on bottom of form.

**Or,**

2. If choosing to make one annual payment instead of payroll deduction, send completed and signed application form and payment (by check or money order) to address shown on bottom of form. Click on “Payment Options and Fee Schedule” for a link to the payment amount, which is based on enrollment month.

### **Questions?**

Write to [DPSMutual@dps.texas.gov](mailto:DPSMutual@dps.texas.gov)