



Office of the State Comptroller
PAYROLL BULLETIN

Subject Changes in Direct Deposit Processing	Bulletin No. P-793
	Date November 18, 1993

The Office of the State Comptroller has made the necessary arrangements to allow Direct Deposit of paychecks to financial institutions outside the New York Automated Clearing House (NYACH). Effective December 1, 1993 employees can have their paychecks directly deposited to any Financial Institution that is ACH capable within the 50 States.

The Direct Deposit authorization form (AC-2772), has been revised to reflect this change and to eliminate the State Comptroller's File copy. This form will no longer be retained by the State Comptroller's Office. Agencies must retain a copy of the employee's enrollment form for a period of two years after the termination or revocation of such authorization. A photocopy of the form, should be attached to the Transmittal for Direct Deposit form (AC-2812) and sent to OSC only if the Agency does not have access to OSC's On-Line terminal network.

Payroll offices will receive an initial supply of the revised AC-2772 form in a separate mailing, and may obtain more through the forms order process. Please destroy all old copies of this form.

As with the previous processing some financial institutions will not be on the OSC Financial Institution file. If you receive the message "NEW ROUTING NO. MISSING OR INVALID" when entering a new transaction or changing an existing record, please call the Payroll Control Unit at (518) 474-8990. The Control Unit will review and add a valid financial institution to the file. After it is added, the Direct Deposit information for that institution will accept. All other instructions for Direct Deposit remain the same.

Please notify all employees of this change.