



Department of  
Taxation and Finance

# Treasury Deposits

NYS Tax and Finance - Division of Treasury

Accounting Unit

# Overview of Treasury

Deputy Commissioner and State Treasurer: Christopher Curtis

**Bureau of Financial Operations  
Control and Analysis**

Directors: Jessica McClune, Michael Barringer

Fulfills the Commissioner's responsibilities as joint custodian, along with the Office of the State Comptroller, for the State's General Checking account and the Department of Labor's Unemployment Insurance Benefit Fund. Also fulfills the Commissioner's responsibilities as sole custodian or fiscal agent for approximately 75 accounts, and manager for the PIT accounts.

Treasury  
Sole Custody  
Entities

- 1. DASNY Upstate Community College Instructional Income and Tuition Bonding
- 2. Department of Financial Services - Special Funds
- 3. Workers' Compensation Board (WCB) - Special Funds
- 4. State Insurance Fund
- 5. New York State Teachers' Retirement System
- 6. Department of Labor's Unemployment Insurance Benefit Fund
- 7. State University Construction Fund
- 8. Housing Finance Agency

**Bureau of Investments and  
Cash Management**

Director: Michael Wukitsch

Provides financial services to 16 State agencies and public authorities (listed below), including management of a \$5.8 billion fixed income portfolio.

- 9. Housing Trust Fund Corporation (includes Governor's Office of Storm Recovery)
- 10. NYS Affordable Housing Corporation
- 11. Homeless Housing Assistance Corporation
- 12. Job Development Authority
- 13. New York State Energy Research and Development Authority
- 14. Jacob Javits Convention Center
- 15. Nelson A. Rockefeller Empire State Performing Arts Center
- 16. DASNY/SUNY Resident Halls Debt Service Funds



# Accounting Unit

- Small team responsible for:
  - Managing receipts into the State's General Checking account and several State agency sole custody accounts.
  - Performing daily reconciliations ensuring receipts and disbursements are accurately recorded in various accounting systems, including the Statewide Financial System (SFS).
  - Managing forgery claims (instances where someone other than the payee cashed the check).
  - Monitoring check fraud protections for Treasury's sole custody accounts.

# Incoming Funds

- The Accounting Unit's largest responsibility is managing receipts.
- During Fiscal Year 2023, the Unit:
  - Manually deposited more than 74,000 checks (valued at \$974 million) into the General Checking account.
  - Deposited an additional 850 checks (valued at \$18.6 million) into sole custody accounts.
  - Researched and managed more than 8,800 incoming electronic payments totaling approximately \$45.2 billion into the General Checking account.

# Check Deposits

- The team deposits an average of 6,000 checks per month into General Checking.
- Every day the team:
  - Receives mail or delivery from agencies containing revenue deposits (909) and refunds of appropriations (1286).
  - Sorts through all items and verifies the amounts of checks provided match the corresponding 909 or 1286 document.
  - Ensures the checks and documentation match the information entered by agencies in SFS.
  - Processes the deposits, if everything matches, or follows up with agency if items do not match.

# Ways to get Checks to Treasury

- USPS Mail

New York State Taxation & Finance  
Division of Treasury - Accounting  
PO Box 22119  
Albany, NY 12201-2119

- OGS Courier or Parcel Delivery (FedEx, UPS, etc)

New York State Taxation & Finance  
Division of Treasury - Accounting  
110 State Street, 2<sup>nd</sup> Floor  
Albany, NY 12201-2119

- Agency Drop Off

- Go to 110 State Street's entrance from Howard Street (behind building, to the left of the loading dock)
- Use call box to the right of the door to let security know you have a deposit for Treasury.
- Once inside, walk to the end of the hall and the Treasury Deposit drop off is on the left.



# When Submitting Check Deposits

- Submit only the check(s) and SFS printout - we do not need any additional documentation. **We literally THROW IT OUT.**
- No more than 100 checks per check deposit.
- Checks must be ready to be deposited, e.g., no advice attached or staples.
- Limit fasteners such as paperclips, staples, rubber bands, etc.
  - Best practice is to either use a single paperclip to group a check and printout together, or in the case of multiple checks, to fold the printout around the checks.

# When Submitting Check Deposits

- Multiple check deposits can be sent in a single envelope, but do not separate them in individual envelopes inside a larger envelope.
- Do not write on the face of the check, especially on the MICR line (the line of coding typically on the bottom left of a check) - the bank will reject the check if that line cannot be read.
- The total of the checks must match the amount of the document entered in SFS:
  - For 909's, we are checking against the total amount of the 909.
  - For 1286's, we are checking against the sum of the lines with the cash account code (59999).



# Check Deposit Issues

- If there is an issue with the 909/1286, the team will reach out to the agency to request the information gets updated.

**It is imperative that the agency provide accurate contact information.**

**Check deposits with issues cannot be processed until they are fixed.**

- Common issues:
  - Discrepancy between amount of checks and amount of 909/ROA
  - Complete box not checked
  - Batch standard not set (new guidance)
  - 909/1286 not approved by agency yet

# Check Deposit Issues - Timeline


- The team will reach out to the agency contact on the day the issue is discovered.
- If updates have not been made by day three, the team will reach out again and give a final deadline of the end of day three.
- If the updates have not been made by the end of day three, the team will send the checks and related documentation back to the agency to be corrected.

# Foreign Check Deposits

- Canadian checks in US funds are processed the same day received and bank credit is given for the amount indicated. (We do not consider these foreign checks.)
- Canadian checks not in US funds under \$25,000 are processed and an exchange rate is applied.
- Canadian checks not in US funds over \$25,000 are sent for collection. Credit is received minus fees and exchange rates and can take up to 90 days.
- Non-Canadian foreign checks under \$300 cannot be processed by the bank due to large collection fees exceeding the value of the check.
- Non-Canadian foreign checks over \$300 are sent for collection. Credit is received minus fees and exchange rates and can take up to 90 days.
- **Any time an exchange rate is applied, Treasury will request an adjusting 909/1286 from the agency for the difference.**

# Failed Check Deposits

- Treasury will now be reaching out to agencies when we see a check that failed to deposit at the bank – we call these “write offs”.
- We will provide a copy of the check that failed to deposit.
- It is important that agencies key a negative 909 or a reversing 1286 as soon as possible, so that the fund is adjusted correctly and not overstated.

 Send	From ▾	Treasury.Mailbox.Accounting.Unit@tax.ny.gov
	To	
	Cc	
Subject		Write off

Hello-

The bank informed us that a check related to deposit BU: XXXXX ID: XXXXXXX (X for \$XXX.XX) have bounced. Please prepare a negative 909(s) to reverse this portion of the original deposits, add the attachments, select the "Complete" box, and save. Then please reply all to this email providing us at Treasury with the new ID number(s) so that we can send the information to OSC to post it in SFS, reversing this portion of the original deposits.

I have attached the backups for your reference.

Thank you.

**Treasury Accounting Unit**  
New York State Department of Taxation and Finance  
110 State Street, 2<sup>nd</sup> Floor, Albany NY 12207  
[Treasury.Mailbox.Accounting.Unit@tax.ny.gov](mailto:Treasury.Mailbox.Accounting.Unit@tax.ny.gov)  
[www.tax.ny.gov](http://www.tax.ny.gov)

# Electronic Receipts

- The team receives an average of 730 electronic payments totaling \$3.7 billion per month into General Checking.
- Every day the team downloads the bank statements and then researches to determine what agency the funds belongs to.
- Agencies will receive an email from [treasury.mailbox.accounting.unit@tax.ny.gov](mailto:treasury.mailbox.accounting.unit@tax.ny.gov) notifying them of funds that may belong to them.
- Agencies should encourage customers to put something descriptive in the addenda – even just BU is helpful.

# Electronic Receipts

- It is important that agencies provide information related to the 909/1286 as soon as possible.
- Screenshots are not required – Business Unit and Deposit ID or Voucher ID is sufficient.
- If the funds do not belong to the agency, it is important that Treasury is notified so we can follow up with other agencies.
- The team will follow up at least every 5 days. (Sooner for large receipts)

General Checking Receipt on 6/20/23 for \$1,588.08



tax.sm.Treasury.Mailbox-Accounting.Unit

To



7:24 AM

Funds were received in the State's General Checking Account, and the details are pasted below. It is believed that these funds may belong to your Agency.

If you agree, please do the following:

1. Enter the appropriate AC-3312s or AC-1286 into SFS.
2. E-mail the AC-3312s or AC-1286 to the following mailbox:
  - \* [Treasury.Mailbox-Accounting.Unit@tax.ny.gov](mailto:Treasury.Mailbox-Accounting.Unit@tax.ny.gov)

If you disagree, please respond to this email indicating that.

Please note that the most efficient method of receiving credit for electronic receipts is to submit the AC-3312s/AC-1286 to the above mailbox as soon as the dollar amount is known (when possible). From that point, we will monitor the bank account and notify OSC when the receipt reaches the account.

Also, the only situation where we need the AC-3312s/AC-1286 physically sent to us is when it's accompanied by checks for deposit.

6/20/2023	DIRECT DEPOSIT, CBP TREAS 310 MISC PAY	1,588.08
RMR*IV*ICEJOPSREIM123NY1553ENDJAN*PI*1588.08\		05 0001 23167007498458

Thank you,

**Treasury Accounting Unit**

New York State Department of Taxation and Finance

110 State Street, 2<sup>nd</sup> Floor, Albany NY 12207

[Treasury.Mailbox Accounting.Unit@tax.ny.gov](mailto:Treasury.Mailbox Accounting.Unit@tax.ny.gov)

[www.tax.ny.gov](http://www.tax.ny.gov)

# Interested in being paid electronically?

- Email [treasury.mailbox.accounting.unit@tax.ny.gov](mailto:treasury.mailbox.accounting.unit@tax.ny.gov) to request information about receiving electronic payments from customers. We can provide:
  - Banking information for the State to be paid by wire or ACH.
  - Bank letter verifying account information if required by your customer.
  - W-9 for New York State if required by your customer.
  - Best practices for receiving electronic payments.

# “What stage is my 909 at?”

- NYF\_AGY\_AR\_REPORTS role
- My Homepage > AR Pmt Processing
- Joint Custody Dep to Be Appr tile
- In progress – will show what stage agency 909 deposits are at
  - Ready for Treasury Approval in SFS
  - Approved by Treasury but not yet OSC
  - Will be removed from view when approved by Treasury and OSC





# Updated 909 Guidance

- Was effective 9/18/23
- Four new required fields on Regular Deposit page
  - Name (auto populated by SFS based on user ID)
  - Email (auto populated by SFS based on user ID)
  - Phone Number
  - Description
- Payment worksheets must be set to “Batch Standard” posting
- Users with NYF\_AGY\_AR\_APPRVR role will receive a new pop-up message reminding them to click the “Complete” button for Direct Journal
- Any questions on this guidance, please reach out to OSC Bureau of Accounting Operations at **RevenueAccounting@osc.ny.gov**

# Contact Information

- Check Deposits
  - [treasury-accounting@tax.ny.gov](mailto:treasury-accounting@tax.ny.gov)
- Electronic Deposits
  - [treasury.mailbox.accounting.unit@tax.ny.gov](mailto:treasury.mailbox.accounting.unit@tax.ny.gov)
- 909s
  - [revenueaccounting@osc.ny.gov](mailto:revenueaccounting@osc.ny.gov)
- 1286s
  - [appropriations@osc.ny.gov](mailto:appropriations@osc.ny.gov)

# Updated Guidance

Section VII.2.C Direct Journal Payment & Payment Worksheet -  
Treasury Requirements

Section VII.3.B AP Adjustment Voucher - Treasury  
Requirements

# Questions?



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