ACCOUNTING AND CONTROL MANUAL

NEW YORK STATE OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN

BULLETIN NO. P-181

September 19, 1978

To

: All State Departments and Agencies

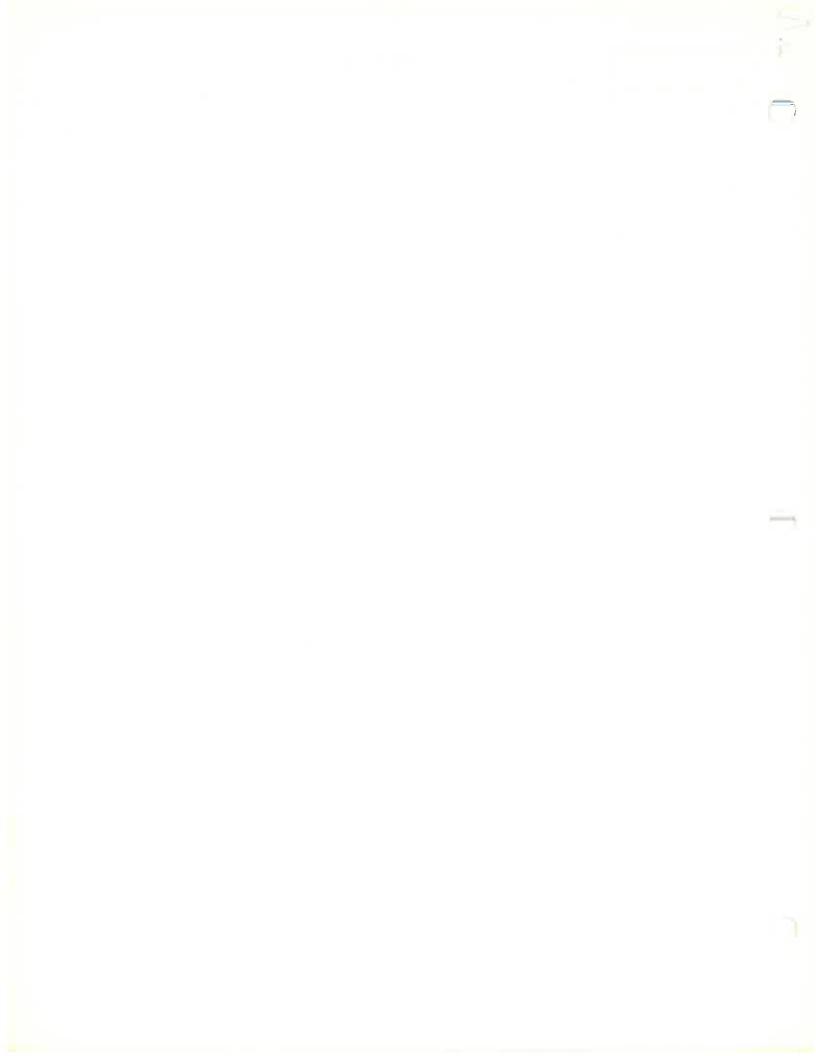
Subject: Savings Bond Campaign

A Savings Bond Campaign is currently being conducted and Savings Bond Authorization Cards (AC-846) and literature has been sent to all agencies.

The Savings Bond Card has been revised to report both the social security number of the employee authorizing the payroll deduction as well as the social security number of the bond owner, if it is someone other than the employee. (See attached sample.) The social security number of the bond owner, which is used by the Federal government to register ownership of the bond, must be reported or the card will be returned to the agency.

For co-owners and beneficiaries, the first name, middle initial, and last name are required. For a female co-owner or beneficiary, federal regulations require that the name be preceded by Miss or Mrs., since we do not report a social security number.

During the savings bond campaign, all authorization cards for new enrollees should be submitted one full pay period prior to submission of the AC-10 $\overline{40}$.



			A	
	В			
AC 846 (Rev. 5/78) Print Code Z	UNITED STATES SAVINGS BONDS		Soc. Sec. No.	
Name (PRINT)		Line No.	Dept. or Agency	
CHANGE MY PRESENT DEDUCTION FROM	I hereby authorize the State Comptroller to DED	is the cost of the		eginning
ΤO	Address (No. & Street)	(Ci	ty & State)	(Zip Code)
\$	CHECK ONE: MR. (First Name) (M. L.) (Last Name) MRs. MRs. MISS			
Per Pay Period		er's Address / Cl	HANGE IN NAME OF _ Co-owner	Beneficiary
Beginning	MRS.	(Last)	OMR. (First) (M.i.) OMRs. OMISS	(Last)
(Date)	Address City & State	Zip Code 0	Address City & State	Z ip Code
* See Reverse	SIGNATURE and DATE			·

- A. The employee must enter his/her social security number.
- B. The employee must enter the social security number of the owner of the bond.

