

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-278

September 10, 1981

ATTENTION: All State Departments and Agencies

SUBJECT : Federated Fund Campaign for 1982

This bulletin contains instructions for processing payroll deductions for Federated Community Campaigns for 1982.

This year the "Payroll Deduction Authorization Cards" will not be preprinted as in previous years and you will receive them with the campaign literature from the United Way. Additional cards may also be obtained from your local United Way Director. Employees who wish to contribute through the payroll deduction plan must complete a "Payroll Deduction Authorization" card. He or she must enter the agency code, line number, social security number and name on the top of the card. The employee has a choice of indicating the deduction as a specific amount in dollars and/or cents, with a minimum of ten cents, or a percentage of gross salary. Only one block should be completed. If the percentage block is used, the percentage must be shown as a whole number only with no decimal point or fractions. (For example, 5 would be entered for 5 percent.) In the percentage method, the deduction amount will change with a change in gross salary. The employee is to enter on the card the amount or percentage of gross salary he or she wishes to have deducted from each salary check for the calendar year, the current date, and signature in the blocks provided. (Do not enter the total amount of the pledge.)

The payroll office must complete each card by entering the code of the federated fund in the block headed "Agency Use". The federated fund must be the one that has been approved for the employee's work location by the Commissioner of General Services. Alphabetic and numeric lists of organizations approved by the Commissioner follow this bulletin.

Authorization cards, before they are submitted to this Department, must be checked in your agency for completeness and accuracy of the following items:

1. Federated Fund Code
2. Amount of deduction or percentage of gross salary
3. Signature
4. Employee's agency code, line number, social security number and name as they will appear on the following periods:

Administration: Period 20 (December 17-30)

Institution : Period 19 (December 10-23)

Except for employees who wish to start or change a federated fund deduction after the campaign has ended, payroll deduction Form AC-1040 is not needed. The cards have been designed to provide Audit and Control with all the information necessary to start deductions beginning with the first payroll paid in January, 1982, with no further action required on the part of the payroll agency.

Submit completed authorization cards for employees who wish to contribute through the payroll deduction method to the Department of Audit and Control, Bureau of Payroll Audit, Deduction Section, no later than the following dates:

Administration - November 27, 1981
Institution - December 4, 1981

NOTE: If you do not return the cards on time, you will have to process the deductions on AC-1040's.

DEDUCTIONS

New employees or employees who wish to start or change a federated fund deduction after the campaign has ended, including during the contribution year, may do so by completing a new authorization card. Payroll Deduction Form AC-1040, should be completed by the payroll office, entering in Section 7, "Other", the following information:

1. The appropriate three-digit federated fund code in a "Code" block.
2. The amount or percentage of gross salary to be deducted from each salary check in the corresponding block.

NOTE: The percentage must be entered on the AC-1040 with an "X" suffix. (For example, 5X would be entered for five percent.) The maximum percentage which may be deducted is nine percent.

Submit Form AC-1040 with all other AC-1040 forms for the payroll period in which the deduction is to take effect. Forward the deduction authorization card to the Department of Audit and Control, Bureau of Payroll Audit, Deduction Section, with a notation that an AC-1040 has been submitted.

CANCELLATIONS

When an employee wishes to cancel the authorization for payroll deduction, notice must be submitted to the payroll office, (Rule #3 on the back of authorization card). The payroll office should prepare a Payroll Deduction Form AC-1040 entering in Section 7, "Other", the following information:

1. Insert the appropriate three-digit code in a "Code" block.
2. Insert 0.00 in the corresponding block.

NOTE: This will cancel either the amount or percentage deduction. Both blocks must be completed to effect cancellation of the deduction.

Submit Form AC-1040 with all other AC-1040 forms for the payroll period. Submit the employee's cancellation notice to the Department of Audit and Control, Bureau of Payroll Audit, Deduction Section, with a notation that an AC-1040 has been submitted.

UNUSED CARDS

Blank cards should be retained for use during the year.

FEDERATED FUND CODE LISTING - ALPHABETIC

<u>COUNTY</u>	<u>CODE</u>	<u>FEDERATED FUND</u>
Albany	850	United Way of Northeastern New York
Allegany	883	Alfred-Alfred Station Community Chest
Bronx	851	United Way of Greater New York, Inc.
Broome	856	United Way of Broome County, Inc.
Cattaraugus	880	United Torch Fund of Gowanda
Cayuga	863	United Way of Cayuga County, Inc.
Chataauqua	875	United Way of Southern Chataauqua County, Inc.
Chemung	874	United Way of Chemung County, Inc.
Clinton	881	United Way of Clinton County, Inc.
Columbia	886	United Way of Columbia County, Inc.
Cortland	860	United Way for Cortland County, Inc.
Delaware	856	United Way of Broome County, Inc.
Dutchess	861	United Way of Dutchess County, Inc.
Erie	857	United Way of Buffalo and Erie County
Essex	878	United Way of St. Lawrence
Franklin	878	United Way of St. Lawrence
Fulton	867	Gloversville Community Chest
Genesee	869	Genesee United Way, Inc.
Greene	850	United Way of Northeastern New York
Hamilton	878	United Way of St. Lawrence
Herkimer	891	Herkimer United Fund
Jefferson	864	United Way of Jefferson County, Inc.
Kings	851	United Way of Greater New York, Inc.
Lewis	895	United Fund Lewis County
Livingston	896	United Community Chest of Greater Rochester, Inc.
Madison	893	United Way of Greater Oneida
Monroe	866	United Community Chest of Greater Rochester, Inc.
Montgomery	870	United Way of Amsterdam, Inc.
Nassau	865	United Way of Nassau-Suffolk
New York	851	United Way of Greater New York, Inc.
Niagara	858	United Givers Fund of the Niagara Falls Area, Inc.
Oneida	872	Utica United Way, Inc.
Onondaga	859	United Way of Central New York, Inc.
Ontario	888	West Ontario County United Fund, Inc.
Orange	882	Orange Area United Fund, Inc.
Orleans	889	United Way for Eastern Orleans County, Inc.
Oswego	879	United Way of Oswego County, Inc.
Otsego	894	The Greater Oneonta Community Chest, Inc.
Putnam	873	United Way of Westchester
Queens	851	United Way of Greater New York, Inc.
Rensselaer	885	United Way of the Mohawk-Hudson Area, Inc.
Richmond	851	United Way of Greater New York, Inc.
Rockland	884	United Way of Rockland County, Inc.
St. Lawrence	878	United Way of St. Lawrence
Saratoga	850	United Way of Northeastern New York
Schenectady	868	United Way of Schenectady County, Inc.
Schoharie	850	United Way of Northeastern New York
Schuyler	876	United Way of Tompkins County
Seneca	887	Seneca County United Fund, Inc.
Steuben	877	Hornell Area United Fund
Suffolk	865	United Way of Nassau-Suffolk
Sullivan	871	United Way of Ulster County
Tioga	892	Tioga United Fund, Inc.
Tompkins	876	United Way of Tompkins County
Ulster	871	United Way of Ulster County
Warren	890	United Way of Glens Falls
Washington	890	United Way of Glens Falls
Wayne	862	United Way of Wayne County
Westchester	873	United Way of Westchester
Wyoming	857	United Way of Buffalo and Erie County

FEDERATED FUND CODE LISTING - NUMERIC

<u>CODE</u>	<u>FEDERATED FUND</u>	<u>COUNTY</u>
850	United Way of Northeastern N. Y.	Albany
850	United Way of Northeastern N. Y.	Greene
850	United Way of Northeastern N. Y.	Saratoga
850	United Way of Northeastern N. Y.	Schoharie
851	United Way of Greater New York, Inc.	Bronx
851	United Way of Greater New York, Inc.	Kings
851	United Way of Greater New York, Inc.	New York
851	United Way of Greater New York, Inc.	Queens
851	United Way of Greater New York, Inc.	Richmond
856	United Way of Broome County, Inc.	Broome
856	United Way of Broome County, Inc.	Delaware
857	United Way of Buffalo and Erie County	Erie
857	United Way of Buffalo and Erie County	Wyoming
858	United Givers Fund of the Niagara Falls Area, Inc.	Niagara
859	United Way of Central New York Inc.	Onondaga
860	United Way for Cortland County, Inc.	Cortland
861	United Way of Dutchess County, Inc.	Dutchess
862	United Way of Wayne County	Wayne
863	United Way of Cayuga County Inc.	Cayuga
864	United Way of Jefferson County, Inc.	Jefferson
865	United Way of Nassau-Suffolk	Nassau
866	United Community Chest of Greater Rochester, Inc.	Monroe
867	Gloversville Community Chest	Fulton
868	United Way of Schenectady County	Schenectady
869	Genesee United Way Inc.	Genesee
870	United Way of Amsterdam, Inc.	Montgomery
871	United Way of Ulster County	Ulster
871	United Way of Ulster County	Sullivan
872	Utica United Way, Inc.	Oneida
873	United Way of Westchester	Putnam
873	United Way of Westchester	Westchester
874	United Way of Chemung County, Inc.	Chemung
875	United Way of Southern Chatauqua County, Inc.	Chatauqua
876	United Way of Tompkins County	Schuyler
876	United Way of Tompkins County	Tompkins
877	Hornell Area United Fund	Steuben
878	United Way of St. Lawrence	Essex
878	United Way of St. Lawrence	Franklin
878	United Way of St. Lawrence	Hamilton
878	United Way of St. Lawrence	St. Lawrence
879	United Way of Oswego County, Inc.	Oswego
880	United Torch Fund of Gowanda	Cattaraugus
881	United Way of Clinton County, Inc.	Clinton
882	Orange Area United Fund, Inc.	Orange
883	Alfred-Alfred Station Community Chest	Allegany
884	United Way of Rockland County, Inc.	Rockland
885	United Way of the Mohawk Hudson Area, Inc.	Rensselaer
886	United Way of Columbia County, Inc.	Columbia
887	Seneca County United Fund, Inc.	Seneca
888	West Ontario County United Fund, Inc.	Ontario
889	United Way for Eastern Orleans County, Inc.	Orleans
890	United Way of Glens Falls	Warren
890	United Way of Glens Falls	Washington
891	Herkimer United Fund	Herkimer
892	Tioga United Fund, Inc.	Tioga
893	United Way of Greater Oneida	Madison
894	The Greater Oneonta Community Chest, Inc.	Otsego
895	Lewis County United Fund	Lewis
896	United Community Chest of Greater Rochester, Inc.	Livingston

