



Office of the State Comptroller **ACCOUNTING BULLETIN**

Subject Payroll Maintenance Vouchers	Date 9/9/82	Bulletin No. A-50 P-327
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This bulletin documents the procedure to be followed when preparing and submitting Maintenance Refund vouchers.

When the maintenance is taxable, the agency will prepare a Special Charge Voucher AC916 making payment to the employee.

When the maintenance is non-taxable, a Special Charge Voucher AC916 and a Payee Continuation AC2395 are required. The agency will calculate the amounts of the NYS tax, the Federal tax and the Social Security Tax. The Special Charge voucher is prepared, making payment to the employee. The Payee Continuation AC395 will be prepared and attached to the Special Charge Voucher, making payments to the Social Security Contribution Fund, Federal Withholding tax fund and NYS Withholding tax fund for those amounts calculated by the agency. Use route code "S" for payments made to these funds.

After the voucher has been prepared it will be batched using Batch type VPZ - Payroll Maintenance Vouchers and submitted to the Office of the State Comptroller.

If there are any questions regarding this bulletin, please contact

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