



Office of the State Comptroller **PAYROLL BULLETIN**

Subject Individual Retirement Account for Management/Confidential Employees	Bulletin No. P-361
	Date July 1, 1983

Payroll deductions for Individual Retirement Account (IRA) programs have been approved for Management/Confidential employees in the Executive and Judiciary and for employees of the legislature.

Employees in the following negotiating units are eligible to participate in these programs: NU 06, 13, 18, 46, 47, 48, 52, 66, 76, 77, 79 or 86.

Three contractors have been selected and have been assigned the following codes for AC-1040 input:

- 337 Security Mutual Life Insurance Company
- 338 Marine Midland Bank
- 339 Dreyfus Service Corporation

Employees who wish to join these programs must deal directly with the contractor. They should call the toll free numbers listed below:

- Dreyfus (212) 715-5144 (Collect)
- Marine Midland (716) 843-2799 (Collect)
- Security Mutual 1 (800) 382-6400

The contractors have the required payroll authorization card. (The Office of the State Comptroller and the Payroll Offices will not be receiving supplies of the initial authorization cards.)

Once the employee completes the 4 part authorization card, the contractor retains one copy and returns three copies to the employee. The employee retains one copy and submits two copies to the Payroll Agency. The Payroll Agency then completes an AC-1040 for the payroll deduction, retains one copy of the deduction authorization and sends the fourth copy to the Office of the State Comptroller along with the AC-1040's submitted each payroll period. If the employee wishes to change the deduction amount or cancel the deduction, a change authorization card must be completed. Change authorization cards will be supplied by the Department of Civil Service to the Payroll Offices by August 1, 1983. If you do not receive any change authorization cards, contact Daniel Burns at 518-457-1072. The change authorization cards do not have to be submitted to the contractor. The employee is to complete the three part form, retain one copy and submit two copies to the Payroll Office. The Payroll Agency then completes an AC-1040, retains one copy and sends the third copy to the Office of the State Comptroller.

An employee eligible for this program may choose any one of the three deductions or may have all three. The maximum deduction is \$999.99. The AC-1040 is to be completed by entering in Section 7 "Other" the deduction code in a "Code" block, and the amount to be deducted biweekly in an "Amount" block. These deductions are not excluded from the biweekly gross in calculating withholding taxes. -An employee who wishes to adjust his or her withholding to reflect the amount of an IRA must complete a new W-4.

If the employee is removed from the payroll for any reason, the deduction will be cancelled automatically. Upon reinstatement to the payroll, an AC-1040 must be submitted to start the deduction. If an employee transfers to another agency, an AC-1040 is necessary to start the deduction in the new agency.

Employees joining these programs should be instructed to call the contractor at the numbers listed above if any problem arises with their IRA account.

The payroll deductions will be available for the payroll checks dated July 21, 1983 for Institution period 7 (Lag) and checks dated July 27, 1983 for Administration period 7 (Lag) or period 8 (Normal).