



Office of the State Comptroller **PAYROLL BULLETIN**

Subject Payroll Deduction Program for loans and Other Obligations owed to the State by an Employee	Bulletin No. P-372
	Date November 17, 1983

Section 201(4), of the State Finance Law has been amended to authorize payroll deductions for payment of obligations owed to the State of New York. Under the program, the Comptroller is authorized to deduct from the salary of any employee of the State the amount the employee authorizes, which may be for defaulted Higher Education guaranteed student loans, national defense or national direct student loans owed to Higher Education Services Corporation, or any other obligations owed the State.

The Civil Prosecutions Bureau of the Department of Law will be responsible for administering the program and providing the payroll deduction authorization form. Once the authorization has been completed, the employee will give the original to the payroll officer, return one copy to the Civil Prosecutions Bureau and retain a copy. The original deduction authorization should be retained in the agency. It is not necessary to send a copy to the Office of the State Comptroller.

To begin a deduction, submit an AC-1040 with code 425 in a "Code Block" and the amount to be deducted biweekly in an "Amount Block". It is the agency's responsibility to cancel the deduction at the end of the designated number of payroll periods. Also, since this deduction is voluntary, the employee may revoke the authorization at any time by written notice to his or her Payroll Officer and to the Civil Prosecutions Bureau. To cancel the deduction, submit an AC-1040 with code 425 in a "Code Block" and 0.00 in an "Amount Block".

Deductions taken through this procedure will be sent to the Civil Prosecutions Bureau.

If you have any questions regarding this procedure or have an employee who has an outstanding obligation to the State and wishes to repay through payroll deductions, contact:

Civil Prosecutions Bureau
NYS Law Department
Capitol Building
Albany, New York 12224