



Office of the State Comptroller
PAYROLL BULLETIN

Subject Payroll Deduction Program for Loans Owed to the NYS Higher Education Services Corporation	Bulletin No. P-390
	Date April 2, 1984

Section 201(4) of the State Finance Law authorizes payroll deductions for repayment of obligations owed to the State of New York. The program was explained in Bulletin P-372, issued November 17, 1983.

Effective immediately, deductions for repayment of loans owed to the Higher Education Services Corporation will be administered by HESC rather than the Civil Prosecutions Bureau of the Department of Law.

A new deduction code-426-has been established for this program. HESC will be responsible for 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 HESC 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 426 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 HESC. To cancel the deduction, submit an AC-1040 with code 426 in a "Code Block" and 0.00 in an "Amount Block".

If you have any questions regarding this program contact:

New York State
Higher Education Services Corporation
15th Floor
99 Washington Avenue
Albany, New York 12255

The Civil Prosecutions Bureau of the Department of Law will continue to be responsible for administering the program for all other type of obligations. Code 425 will continue to be used for these deductions.