



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  Individual Retirement Account (IRA) and Tax Deferred Annuity for United University Professions (UUP)	Bulletin No. P-427
	Date April 16, 1985

Payroll deductions for Individual Retirement Accounts (IRA) and a new Tax Deferred Annuity (403-b) program have been approved for employees represented by United University Professions (UUP). Employees in negotiating unit 08 are eligible to participate in these programs.

The UUP has selected E.F.Hutton as the contractor for both programs. They have been assigned the following deduction codes:

- 363 Individual Retirement Account (UUP)
- 415 Tax Deferred Annuity Account (UUP)

Employees who wish to participate in these programs must contact E.F.Hutton directly. They may call the toll free number 1-800-632-6880. E.F. Hutton has the required payroll authorization and change forms. (The Office of the State Comptroller and Payroll Offices will not be receiving supplies of these forms.)

Enrollment in the Programs

Individual Retirement Account-IRA

The employee completes a 4-part authorization card. The contractor will retain 2 copies, send one copy to the Office of the State Comptroller and one copy to the employee's payroll office. The agency must submit an AC-1040 to begin the deduction.

Tax Deferred Annuity Program

The employee completes a contract. The contractor will retain one copy of the contract and send a copy to the employee's payroll office for processing. The agency must submit an AC-1040 to begin the deduction.

To change or cancel either deduction, the employee may contact E.F.Hutton. The agency must submit an AC-1040 when the change or cancellation form is received from E.F.Hutton. The employee may also cancel the deduction at any time by written notification to the Office of the State Comptroller.

AC-1040 Processing

The AC-1040 is to be completed by entering in Section 7 "Other" the deduction code-363 or 415-in a "Code" Block and the amount to be deducted biweekly in an "Amount" Block. The minimum deduction allowed is \$5.00 and the maximum deduction is \$999.99. To cancel either of these deductions enter in Section 7 "Other", the deduction code in a "Code" Block and 0.00 in the "Amount" Block.

The deduction for the IRA is not excluded from the biweekly gross in calculating withholding taxes. An employee who wishes to adjust their withholding to reflect the amount of the deduction must complete a new W-4. The deduction for the Tax Deferred Annuity is excluded from the gross before Federal, State and City withholding taxes are calculated.

If an 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 with questions about the programs or their own accounts should be instructed to call E.F.Hutton at the toll free number listed above.

Payroll deductions for these programs may begin in Administration Payroll Period 1 (LAG), checks dated May 1, 1985.