



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  Change in Processing for CSEA IRA Programs	Bulletin No. P-509
	Date February 3, 1987

Deductions for CSEA Individual Retirement Account (IRA) programs will no longer be submitted to the Office of the State Comptroller directly from CSEA on tape.

The Payroll Agency will receive a copy of the authorization card to start, change or cancel an IRA directly from the contractor. The Payroll Agency then completes an AC-1040 by entering in Section 7 "Other" the deduction code in a "Code" block, and the amount to be deducted biweekly in an "Amount" block.

The AC-1040 input codes are:

360 Dime Savings Bank  
362 Unity Mutual Life Insurance Company

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

The contractors have the authorization and change cards. Employees wishing to initiate, change or cancel the IRA must deal directly with the contractor. They should call the telephone numbers listed below:

Dime Savings Bank 1-800-342-DIME  
Unity Mutual Life Insurance Company 315-469-7751  
EXT 263 (COLLECT)

AC-1040's for this program may be submitted beginning in Administration Payroll Period 22-LAG, 23 Normal or Institution Payroll Period 23-LAG.

Questions concerning this bulletin should be directed to the Payroll Planning Unit at (518) 474-1246 or 474-1247.