



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  New Payroll Deduction for CSEA	Bulletin No. P-546
	Date December 8, 1987

A new payroll deduction has been established for employees who are members of CSEA. The name of this new insurance is CSEA PERSONAL LINES. Code 390 has been assigned for this deduction.

The deduction transaction will generally be submitted directly to the Office of the State Comptroller by CSEA. The payroll agency is not responsible for initiating, changing or cancelling this deduction except for the following situations:

1. transfer from one agency to another
2. reinstatement from a leave of absence without pay
3. upon restoral to the payroll after any other type of removal.

If deduction code 390 must be submitted on an AC-1040, submit code 390 in a "Code" Block and the amount to be deducted in the "Amount" Block. An AC-1040 prepared for code 390 must also contain CSEA dues deduction.

In accordance with the State Finance Law (Section 201, paragraph 5), to cancel this deduction (390), the employee must submit a letter to the Office of the State Comptroller requesting this cancellation.

The letter should be sent to:

Office of the State Comptroller  
Deduction Section - 8th Floor  
A.E. Smith State Office Building  
Albany, New York 12236

The employee may also contact CSEA to cancel.

The Deductions for this program will begin in Administration Payroll Period 19-LAG, checks dated January 6, 1988 and for Institution Payroll Period 20-LAG, checks dated January 14, 1988.