



Office of the State Comptroller
PAYROLL BULLETIN

Subject Payroll Submission Procedure	Bulletin No. P-612
	Date April 17, 1989

This bulletin concerns submitting PR-75 forms, direct deposit forms, and AC-1040 forms in a unique, orange envelope for those agencies that use OGS Interagency or Intercity Courier mail services. Use of these envelopes will expedite mailings and enable the Office of the State Comptroller to receive your payroll forms in a more timely manner.

No other changes in your payroll processing will occur. You must continue to submit your payroll so that OSC receives it on the submission date. The day and time when your forms are received will continue to be closely monitored by this department.

If your agency uses OGS courier service, an initial supply of these envelopes will be supplied to you. Additional envelopes may be ordered as required by completing AC-1136, State of New York-Forms Order. When ordering, please specify stock item #E01107, Special Payroll Envelopes. The maximum amount of envelopes you may order at one time is 50.

These special payroll envelopes are NOT to be used by non-users of OGS courier services.

If you have any questions, please contact Sandy Leavitt at (518) 486-5396.