



Office of the State Comptroller
PAYROLL BULLETIN

Subject Transmittal for Savings Bond Authorization Forms	Bulletin No. P-621
	Date June 30, 1989

Form AC-2963 - Transmittal for Savings Bond Authorization Forms-has been developed. A sample copy of the new form is attached.

Each payroll period, batch all Savings Bond Authorization Forms. Complete and sign the Transmittal. Submit the batch to the Office of the State Comptroller on the same schedule used for AC-1040 Forms.

Agencies submitting Savings Bond Authorization Forms must use these new transmittals as of Administration Payroll Period 9-LAG and Institution Payroll Period 9-LAG. Savings Bond Authorization Forms submitted after this date without the properly completed transmittal will be held by OSC until a transmittal is submitted by the agency.

An initial supply of Transmittals will be mailed to each agency the week of July 10, 1989. If additional transmittals are needed, they can be obtained through the regular form order procedure.

Questions concerning the Savings Bond program may be directed to Cindy Vitetta, Payroll Deduction Section at 474-3538.

Attachment

State of New York
OFFICE OF THE STATE COMPTROLLER
TRANSMITTAL FOR BOND FORMS AC 846

01 AGENCY CODE	PAYROLL AGENCY	02 PER NO.
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NUMBER OF AC 846 FORMS SUBMITTED	03	
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Signature _____	Title _____	Date _____
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