



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject Change in Reporting Process for Mang Insurances	Bulletin No. P-655
	Date May 3, 1990

Effective Administration Period 3-Lag, Period 4-Current, checks dated May 23, 1990, Mang Associates Agency will be reporting deductions for insurance programs currently under their sponsorship directly to the Office of the State Comptroller. Those programs included are:

<u>Deduction Code</u>	<u>Program</u>
319	Mang Assoc. Agy: Royal Globe Insurance Company, Automobile and Homeowners
323	Mang Assoc. Agy: Massachusetts Casualty Insurance Company Disability
329	Mang Assoc. Agy: Royal Globe Insurance Company, Life
355	Mang Auto/Home - Man/Con
356	Mang Wausau PBA Auto
<u>Unified Court Systems only</u>	
333	Mang Assoc. Agy: Auto/Home
338	Judicial Auto Insurance
352	Life Insurance Suffolk County Court Employees' Association
365	Mang Assoc. Agy: Life/Accident/Health

The payroll agency will not be responsible for initiating, changing or cancelling these insurances, with the following exceptions (See Payroll Manual Chapter D, Section 4, Insurances):

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

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To initiate or change any of these deductions on an AC-1040 for the exception situations:

- a. Enter the appropriate deduction code in a "Code" Block.
- b. Enter the amount to be deducted biweekly in the corresponding "Amount" Block.

In accordance with the State Finance Law (Section 201, Paragraph 5), to cancel an insurance deduction (other than State Health Insurance) the employee must submit a letter to the Office of the State Comptroller at the address below, or to Mang Associates Agency, requesting the cancellation.

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

Any questions regarding these insurances should still be directed to Mang Associates Agency at (518) 869-1901.