



Office of the State Comptroller
PAYROLL BULLETIN

Subject Reporting Additional Withholding for Federal, State, NYC and Yonkers Taxes	Bulletin No. P-730
	Date April 23, 1992

Effective Administration Pay Period 3-Lag and 4-Current, checks dated May 20, 1992 and Institution Pay Period 3-Lag and 4-Current, checks dated May 28, 1992 a new deduction program will allow employees to claim an additional Federal, State, City or Yonkers tax amount to be deducted each pay period.

Minus exemptions will no longer be acceptable on an AC-1040. Employees who currently have minus exemptions will automatically be converted to '0' exemptions. The "Additional Amount" will be calculated based on the difference between the amount deducted at '0' exemptions and the amount the employee was having deducted with minus exemptions. Employees with a pay basis code of HRY, DLY or FEE (with minus exemptions), will also be converted to '0' exemptions but no additional amount will automatically be calculated. These employees must complete a "Employee's Withholding Allowance Certificate" to claim an additional withholding amount.

A listing will be sent to each agency with the payroll for Administration and Institution Period 2L and 3C, showing the additional amount calculated for each employee affected by this change. The additional amount will also be stored in the additional tax field amount in Master File PF20 screen of OSC's Payroll Inquiry System.

To initiate or change an additional tax amount, the employee must complete the appropriate "Employee's Withholding Allowance Certificate" indicating the additional amount to be deducted biweekly. Submit an AC-1040 with the appropriate tax code, listed below, in a "Code" block, and the amount to be deducted biweekly, in the corresponding block. The maximum biweekly additional amount allowed is \$999.99.

- 438 - Additional Federal Amount
- 439 - Additional State Amount
- 440 - Additional NYC Amount
- 441 - Additional Yonkers Amount

To cancel the additional amount, enter the appropriate code and 0.00 in the corresponding block.

If an employee is removed from the payroll and reappointed in the same agency, all deductions will re-start automatically. Only deduction codes 438 - Additional Federal Amount and 439 - Additional State Amount will be transferred if an employee moves from one agency to another.

Please inform employees in your agency of these changes so they can ensure the proper amount of tax is withheld under the revised Federal Withholding Tables.

Questions concerning this bulletin should be directed to Carol Preusser at (518) 486-3066.