

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

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ATTENTION: Payroll and Personnel Officers - All Departments and Agencies

SUBJECT: Incorrect Addresses - Savings Bond Mailing List

A large number of savings bonds which are mailed to employees are being returned to the Federal Reserve Bank as undeliverable because the employee address is incorrect or insufficient due to lack of apartment number, zip code, etc.

Submission of Form AC 1040 alone to report a change of address does not update the bond mailing list. When an employee has a bond deduction in effect, it is also necessary to submit a revised savings bond authorization card AC 846, signed by the employee to accomplish a change in address on the bond mailing list.

When completing new authorization card AC 846, titles such as Mr., Mrs., Miss, should always be indicated for the purpose of specific identification where a co-owner or beneficiary is concerned.