

### PAYROLL TRANSACTION AUTHORIZATION FORM

Agency Code(s).....

Date .....

AGENCY NAME \_\_\_\_\_

Pursuant to the provisions of Section 110 of the State Finance Law, the following are authorized to electronically certify or approve payrolls submitted to the Bureau of State Payroll Services for the above-named agency.

**FOR ANY SUBSEQUENT AUTHORIZATION CHANGES, A NEW AC2822 MUST BE COMPLETED RESTATING ALL AUTHORIZED SIGNATURES.**

Signature of Department or Agency Head  
With Name Typed or Printed Below

Title – Typed or Printed

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Authorized Signature with Name Typed  
or Printed Below

Title – Typed or Printed

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**This form must be retained in the Agency Payroll office and be made available upon request by the Office of the State Comptroller**