



## Office of the State Comptroller **PAYROLL BULLETIN**

Subject  Instructions for Completing the POL-16, LISTING OF EMPLOYEES WITH MISSING ADDRESSES	Bulletin No.  P-726
	Date  March 13, 1992

OSC produces the POL-16 listing quarterly which identifies active and inactive employees in your agency for whom we have an incomplete address.

Enter missing address information on the listing as indicated below. These instructions should also be used when filling out an AC-1040.

1. Number and Street - may not exceed twenty-four (24) positions including spaces - abbreviate as necessary.
2. City - may not exceed twenty-two (22) positions including spaces.
3. State - enter two (2) positions.
4. Zip Code - enter the first five (5) positions of the zip code.
5. Zip Code Extension - enter the four (4) position zip code extension - if not known leave blank.

If the address is outside the United States, use "XX" for the State and leave the Zip Code and Zip Code Extension blank.

The completed listing should be returned within two (2) biweekly payroll periods to:

Office of the State Comptroller  
A.E. Smith State Office Building  
Payroll Control Unit-3rd Floor  
Albany, New York 12236