

Office of the State Comptroller

PAYROLL BULLETIN

Subject	Bulletin No.
T. C. I. T. I. D.	P-919
Transaction Code TAX EXPENSE with New Block Requirements	Date
	October 16, 1996

Effective immediately, the transaction code **TAX EXP** has been revised to report an adjustment to a taxable expense amount that was previously submitted. The adjustment amount will be applied to the Biweekly Gross prior to the calculation of Federal, State and Social Security/Medicare tax. Do not include the adjustment in the Gross Add. The adjustment amount must be reported in the miscellaneous blocks on the PR-75 and cannot be reported in the remarks section. This code is only to be used for active employees.

Group 3 Class B

Block Requirements: #01 through 06

07 Transaction Code - TAX EXP

49 Misc Block A - enter PLUS or MINUS

50 Misc Block B - enter amount that the taxable expense should be adjusted by

expense should be adjusted by

Do not submit a PR-75 for employees who are on Workers' Compensation or inactive. Prepare the attached form with the employee's agency code, line number, name, Social Security number and the adjusted amount of taxable expense and submit it with your payroll.

TAX EXPENSE will appear in positions 964-967 of the master file.

Attachment

OFFICE OF THE STATE COMPTROLLER TAXABLE EXPENSE CORRECTIONS

gency Code			Agency Name		
reparer's	Name	And the state of t	Teleph	Telephone Number	
reparer's Title	Title			Page _	of
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Line Number	Employee Name	#28	Correct Tax.Exp. Amt.	Incorrect Tax.Exp.Amt. Reported (if applicable)	Reason

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certify that	the	information provided on this sheet	nis sheet is accurate	and complete to the	best of my knowledge
Preparer's	Signature		- A THE RESERVE OF THE PERSON	Date	THE PROPERTY OF THE PROPERTY O