



Office of the State Comptroller

PAYROLL BULLETIN

Subject Transaction Code TAX EXPENSE with New Block Requirements	Bulletin No. P-919
	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

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

I certify that the information provided on this sheet is accurate and complete to the best of my knowledge

Preparer's Signature _____ Date _____