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AUDITOR

State of Illinois  
Office of the Auditor of Public Accounts  
Springfield 62706

July 18, 1972

PAYROLL BULLETIN  
(7-72)

TO: All State Agencies and Departments  
Attention: Payroll Clerks

SUBJECT: W-4's - Deduction Cards - Change Cards - Revocation Cards

Attached are copies of the various cards now required by the Auditor's office. The numbers on these cards correspond to the paragraph numbers set out in this bulletin.

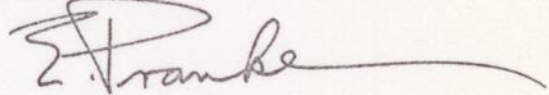
1. Federal W-4 (Buff) - Revised to conform to the December 1971 revision of the Federal W-4. Instructions for Nos. 3 and 6 are now set out on the reverse side of the card, and the marital status added to the front side.
2. Form IL-W-4 (Blue) - No change
3. Savings Bond Deduction Card (Buff with Gray Stripe across the top) - No change except color.
4. Savings Bond Change Card (Green) - No Change
5. Payroll Deduction Authorization Card (Russet) - To be used for all payroll deductions except Insurance, Bonds, and Credit Unions. (Credit Unions furnish their own cards).
6. Insurance Deduction Authorization Card (Yellow) - To be used by all carriers for all insurance deductions.  
Distribution: Department; Personnel; Auditor; Carrier
7. Revocation for Insurance Deductions (Orange) - Front and Back -- To be used only for insurance revocations.  
Distribution: Department; Personnel; Auditor; Carrier
8. Revocation Cards (Pink) - To be used for all revocations except Insurance.

It is imperative that all applicable cards should have the "Effective Pay Period" filled in. Such effective date should be expressed as in the following examples: " 5-1/15, 72 " or "6-16/30, 72". In the event the effective pay period is omitted or not clearly designated, the cards will be returned to the Department for completion.

In all instances where revised cards are being furnished, use of such new cards shall be effective August 1, 1972. It will not be necessary to substitute new cards for the ones now on file. A supply of all the above cards may be obtained from the Auditor's Office at Room 201, 325 West Adams Street, Springfield, Illinois, after July 18, 1972, phone (217) 525-4758. Please discontinue use of any cards you have on hand which have been changed as set out in paragraphs 1,3,5,6 and 7 above, after you have received your supply of the new cards.

Very truly yours,

Michael J. Howlett  
Auditor of Public Accounts



By: E. J. Pranke  
Chief Accountant

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