



NEW YORK STATE
Unified Court System

LAWRENCE K. MARKS, ESQ.
ADMINISTRATIVE DIRECTOR

RONALD P. YOUNKINS, ESQ.
CHIEF OF OPERATIONS

OFFICE OF COURT ADMINISTRATION

CHARLES J. HUGHES
DIRECTOR, DIVISION OF FINANCIAL MANAGEMENT

Division of Financial Management

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TO : Holders of the Financial Planning and Control Manual

SUBJECT: Municipal Payee Identification Codes

In an effort to improve the timeliness and accuracy of electronic payments to municipalities, this bulletin provides agencies with a list of payee identification codes, as well as instructions on their use when preparing vouchers.

The attached list details codes established by the Office of the State Comptroller for the processing of state payments to municipal government entities. The structure of this coding system is based on a 12-digit code. The first two digits indicate the county of the locality. The second two digits identify the class of the municipal government (i.e. 01 represents a county, 02 a city, 03 a town and 04 a village). The next four digits indicate the city or town location, if applicable. The last four digits help to further identify the village, school district or fire district.

When entering the 12-digit Payee ID on a standard voucher, the first 9 digits should be entered into the 'Payee ID' field and the remaining 3 digits should be entered into the 'Additional' field. The proper entry of this information will ensure that payments are directed to the appropriate municipality and will facilitate the accurate electronic transfer of funds to those municipalities who have opted to receive payments via this method.

Should the need to update a municipal government's payment information become apparent, please contact the Office of the State Comptroller at (518) 474-6019 or via the Internet at:

<http://www.osc.state.ny.us/epay/index.htm>.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, payments to municipalities. Thank you for your cooperation.

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Charles J. Hughes