**Section 2500.20 Authorization to Withhold**

a) State agencies processing payrolls or annuities through the Comptroller shall include payroll deduction data on vouchers only as authorized in writing by the employee or annuitant. Deduction authorization forms shall designate the time period during which such forms are in effect (which may be continuous), and shall indicate the purpose and amount of the deductions authorized, and shall be signed by the employee or annuitant. Such deduction authorization form may contain other information deemed necessary by the State agency with which the deduction authorization form is to be filed.

b) An employee or annuitant may authorize increases in amounts withheld by voluntary deduction without the necessity of filing a new deduction authorization form (i.e., on account of general rate increases for insurance, increases in union dues, etc.). However, prior to such increase in withholding taking effect, written notice shall be given to the State agency processing payrolls or annuities and to each affected employee or annuitant by the entity to receive the increase.