**Section 2500.30 Deduction Code Numbers**

a) Prior to including voluntary deduction data on a voucher, the State agency shall obtain from the Comptroller the deduction code number for the entity to receive the deductions. If an agency is requested to initiate deductions for an entity which does not have a deduction code number, the agency shall refer the requesting entity to the Comptroller for issuance of a deduction code number.

b) The Comptroller will issue a deduction code number upon the written request of the chief executive officer of the requesting entity, if such request sets forth information demonstrating that the purpose of the proposed deductions is authorized by law.