**Section 2500.40 Processing by State Agencies**

a) State agencies processing payrolls or annuities through the Comptroller shall develop procedures to be followed by employee and annuitants in authorizing deductions and terminating deductions and shall establish appropriate deadlines for filing authorizations and terminations, so that vouchers authorizing payments to employees or annuitants carry deduction information only as authorized by such employees or annuitants.

b) A State of Illinois warrant shall be mailed by the Comptroller to the entity for which deductions occur once each week after the processing of the salary, wage or annuity payment. The warrant will be accompanied by a listing of the names of employees or annuitants from whose salary, wage or annuity payment withholdings have been made and the amounts withheld from each of them.