315 **Payroll Deductions**

Mandatory deductions are made from your pay check for state and federal income taxes (which vary with deductions, salary and marital status), Social Security, retirement for those employees who do not have Social Security deductions and fair share for employees in some bargaining units. Mandatory deductions may also occur as a result of garnishments, child support orders, collection of debts owed the state, and tax levies (state and federal). All other payroll deductions require your authorization.

315.1 **Income Tax Deduction Changes**

You may change the amount of your withholding for federal and state income taxes at any time by submitting Forms C-25.1/IL-W-4 to the Payroll Unit.

== 315.2 **Optional Payroll Deductions**

There are available optional state-sponsored programs for which payroll deductions can be made.

A. Deferred Compensation

You have the option of participating in the Deferred Compensation program through payroll deductions. This gives you an opportunity to accumulate tax exempt/deferred savings. Both deductions and account earnings are exempt from the State of Illinois Income Tax. Federal Income Tax obligations are deferred until funds are distributed. This program is designed to encourage long-term savings for retirement. Funds in these accounts are available only upon separation or retirement from state employment, financial hardship or death. You may change your contribution or cancel the deduction at any time. Contact the Division of Personnel and Administrative Services for more information.

B. **This Section was Intentionally Left Blank**

C. Medical Care Assistance Plan

This plan allows you to accumulate tax-free money through payroll deductions to cover eligible health care expenses for yourself and your

dependents. Contact the Division of Personnel and Administrative Services for more information.

D. Credit Union Savings

You may enroll for regular payroll deductions for deposit into a savings account with a credit union. These accounts have no tax advantage over other regular savings accounts. They do give some benefits and services that outside savings accounts do not. Contact the personnel liaison in your office for more information.

E. Dependent Care Assistance Plan

You may accumulate tax-free money through payroll deductions to cover day care costs for dependent children and disabled family members. Contact the Division of Personnel and Administrative Services for more information.

315.3 **Insurance**

The Illinois State Employees' Group Insurance Program is designed to provide protection for employees, annuitants, retirees and their families. Your benefits include life, health and dental insurance, and a vision service plan.

You may purchase optional health and life insurance with accidental death and dismemberment provisions.

If you leave state service, you may be eligible for extended health coverage. You must pay both the member and the State's portion of the premiums. You may convert either the state paid group health or life insurance into individual policies for yourself and any eligible dependents.

Contact your division’s personnel liaison or the Division of Personnel and Administrative Services for more information.