

DANIEL W. HYNES
COMPTROLLER

www.ioc.state.il.us

Dear State Payee:

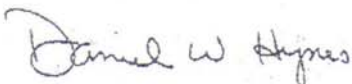
Thank you for your interest in **Illinois Direct Deposit** -- the State Comptroller's electronic payment program for vendors who do business with the State of Illinois. By choosing this payment option, you elect to receive your payment in the most time- and cost-efficient manner. In addition, you benefit from the added convenience and security of knowing your payment is in your bank account and not in the mail.

Electronic Commerce tops my list of priorities in terms of my goals as State Comptroller. I am committed to working in partnership with the Governor, the Illinois Technology Office and State Agencies to promote direct deposit wherever possible. In addition, I am committed to ensuring the readiness of the State Comptroller's Office to accommodate more advanced electronic business transactions that may be required in the future by Agencies and their business partners.

Enclosed are informational materials and documents that must be completed to apply for direct deposit. Please read the materials carefully, taking special note of the information that is available to you on the Comptroller's web site. Information about your payments from the State is available whether or not you are enrolled in the direct deposit program.

I appreciate your interest in enrolling for electronic payments and hope that you will soon be enjoying this convenient payment method. In the meantime, if you have any questions or comments about the enclosed materials, please contact the Comptroller's Electronic Commerce staff at (217) 557-0930.

Sincerely,



Daniel W. Hynes

Enclosures

Please respond to:

State House
Springfield, Illinois 62706-0001
217/782-8000

James R. Thompson Center
100 West Randolph, Suite 15-500
Chicago, Illinois 60601-3252
312/814-2451

325 West Adams
Springfield, Illinois 62704-1871

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COMMERCIAL

(For vendors who provide goods and services to the State of Illinois)

Authorization for Direct Deposit of Payments

Sign and return completed form to:
OFFICE OF STATE COMPTROLLER DANIEL W. HYNES
Attn: Electronic Commerce
325 West Adams Street, 3rd Floor
Springfield, Illinois 62704-1871

1) _____
Taxpayer Identification Number

This is my: Social Security Number
 Federal Employer I.D. Number
 Governmental Unit Code

(Please type or print in ink)

2) _____
Payee Last Name (or Company Name) Payee First Name

3) _____
Mailing Address (Indicate Suite, Apartment Number, or P.O. Box, if applicable)

4) _____
City, State, Zip Code

5) (____) _____ - _____
Area Code and Telephone Number Daytime

6) (____) _____ - _____
FAX Number, if available

7) You must check one of these options: A. I do not require any remittance information.
B. I require an invoice number and invoice date.

I certify that the information provided on this form is correct. I authorize the State of Illinois Office of the Comptroller to direct payments for crediting in my account at the financial institution designated on this form and to initiate, if necessary, debit entries and adjustments for any credit entries in error. If a direct deposit payment cannot be made, I understand that payment will be mailed to the payee address that appears on the payment voucher. This authorization is applicable to all Commercial payments issued by the Comptroller to the payee's Taxpayer Identification Number, except where authorized by the payee for other State programs.

8) _____
Name of Authorizing Person (Please print) Signature of Authorizing Person Date

9) (____) _____ - _____
Area Code and Telephone Number Daytime E-mail Address (if available)

-----Financial Institution Information-----

NOTE: It is recommended that you contact your financial Institution to verify the transit routing number. If you need remittance you should also notify your Institution that State payments will be transmitted in the Corporate Trade Exchange (CTX) format with multiple addenda records.

10) _____
Financial Institution Routing Number

11) _____
Payee Account Number **DO NOT INCLUDE CHECK NUMBER**

12) You must select one of the following options: Direct deposit to my **CHECKING** account.
 Direct deposit to my **SAVINGS** account.

13) _____
Name of Financial Institution Financial Institution Telephone Number

COMMERCIAL

(For vendors who provide goods and services to the State of Illinois)

IMPORTANT: Illinois Direct Deposit currently limits vendors to **one bank account per Vendor Number (SSN/FEIN)**. Before enrolling, be sure that you are authorized to direct all State of Illinois payments issued under your Vendor Number into one account. If you are uncertain, you may review your payment history on the *Vendor Payments* section of the Comptroller's Web site (www.icc.state.il.us) or call the Comptroller's Office at 217/557-0930 for assistance.

[To reduce the risk of errors, please type or print (in ink) the information requested on the form.]

1. Enter the payee's Vendor Number (SSN or FEIN) and check the appropriate type (SSN or FEIN) below.
2. Enter Payee's Last Name (or Company Name) and First Name as it appears on current payments.
3. Enter Payee's Mailing Address (including applicable suite, apartment or post office box numbers). This should be the address of the payee where mailings from the Comptroller would be directed, if necessary, regarding the direct deposit program.
4. Enter City, State and Zip Code for the Mailing Address entered on Line 3.
5. Enter Payee's Area Code and Telephone Number.
6. If applicable, enter the Area Code and Telephone Number of payee's fax machine.
7. **REMITTANCE OPTIONS:** Your need for remittance information (vendor invoice number, invoice date) determines the manner in which your payments will be processed by the Comptroller's Office. Please read the information below carefully before selecting an option:
 OPTION A:
Select this option if you **do not need any remittance information**. By doing so, you instruct the Comptroller's Office to direct all Commercial payments electronically, whether or not electronic remittance information is provided by paying agencies. **NOTE: If you receive Adoption, Guardianship, Foster Care Subsidy or Child/Day Care payments from the Department of Children and Family Services or the Department of Human Services, you must select this option (A) because these agencies do not always provide the information required on their payment vouchers.**
 OPTION B:
Select this option if you **do** need minimal remittance information (Vendor Invoice Number, Invoice Date). If the paying agency enters this information on the voucher, the Comptroller's Office will transmit the information electronically with the payment to your financial institution. If the paying agency does **not** provide the required information, the Comptroller's Office will generate a warrant (paper check) and mail it to you at the address that appears on the payment voucher.
IMPORTANT NOTE: If you need remittance information, it is important that you contact your financial institution and discuss how they will provide your electronic remittance information to you. They will need to know that State of Illinois electronic payments are presented as Corporate Trade Exchange (CTX) transactions with multiple addenda records formatted in the ANSI X12 820 Standard through the Electronic Data Interchange (EDI) process.
8. After reading the Certification Statement, the Authorizing Person prints his/her name, signs where indicated (in ink) and enters the Date the form is signed.
9. Enter the Authorizing Person's Area Code, Telephone Number (and E-mail address, if available).
10. Enter the transit Routing Number of payee's Financial Institution.
11. Enter the payee's designated Account Number.
12. Indicate with a check mark the Type of account designated, whether Checking or Savings.
13. Enter the name of payee's Financial Institution and its Area Code and Telephone Number.

MEDICAID PAYEES who enroll for direct deposit will continue to receive their EOBs (Explanation of Benefits) through the mail from the agency.

NON-MEDICAID PAYEES will only receive remittance information electronically IF entered by the paying agency on the payment voucher. Limited information may also be viewed on the Comptroller's web site.

Privacy Act Notice: You previously provided your Taxpayer Identification Number (TIN), i.e. your social security number or your employer identification number, to the State of Illinois upon becoming a State of Illinois payee. Section 6109 of the Internal Revenue Code requires you to give your TIN to persons, such as the State of Illinois, who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. The Illinois Office of the Comptroller, as administrator of the Illinois Direct Deposit program, requests verification of your TIN on the Authorization for Direct Deposit of Payments. Your TIN verification enables proper payee identification and corresponding direction of payments as specified on your completed Authorization for Direct Deposit of Payments. While not mandatory, failure to provide your TIN on the Authorization precludes your participation in the Illinois Direct Deposit program.

Prompt Payment Notice: Payment of interest may be available if the State fails to comply with the State Prompt Payment Act (Ill. Rev. Stat. 1991, ch. 127, par. 132.400 et seq.) [90 ILCS 540].



Accessing Payment Information on the Internet

1. The Internet address for the State Comptroller's *Illinois Direct Deposit* commercial payment information screen is www.ioc.state.il.us.
2. Click **Vendor Payments** on the left side of the screen to access the **Vendor Login** screen.
3. In the boxed space provided after **Vendor TIN**, enter your Social Security Number (or your Federal Employer Identification Number, if applicable) and click "**OK**." (Click where indicated above the **Vendor TIN** box to read more detailed instructions and explanations about the vendor payment screens and status indicators.)
4. On the **Vendor Summary** screen, click on the word, "**Payments**."
5. If you want payment information from previous fiscal years, select the year from the first drop down box. If you are looking for current fiscal year information, use the scroll bar that appears on the right hand side of the screen to scroll down and click on **Find Warrants**. A "Date Range" is among the options now available to narrow your search.
6. The next screen provides a list of commercial payments issued during the current fiscal year in chronological order with most recent payments first. Information provided on this screen includes **Warrant/EFT#**, **Addr Ind**, **Zip Code**, **Issue Date**, **Payment Amount**, **Voucher #** and **Paid Date**.
Explanation of Warrant Numbers and Payment Types:
 - **EFT** payments are indicated with a 7-digit number and the **Paid Date** field is blank. If there are no unusual circumstances or problems, EFT payments will be at the payee's bank two working days after the **Issue Date**.
 - **Hardcopy warrants** are indicated with a 7-digit number preceded by two alphas (AA or AB, etc.). Hardcopy warrants are mailed the working day following the **Issue Date**.
7. For further payment detail, click the underlined **Warrant/EFT #**. A screen will appear with additional payment information including: **Warrant Status** (this field will be blank for EFT payments), paying Agency Code and Name, Contract and Invoice numbers (if available), Appropriation and other accounting information. If payments are made by warrant, the two most commonly seen indicators in the **Warrant Status** field are: "**O**" (Issued and Outstanding: The warrant has been written but has not been cashed by the payee); and "**P**" (Paid: The warrant has been cashed and cleared). Additional indicator descriptions may be obtained from the "Vendor Log In" screen.
8. The bottom of the screen will show either additional payment information or an Agency Contact telephone number to assist payees who require further information.