

CHECKING VOUCHER PAYMENTS ONLINE

1. Go to the Comptroller's website: www.illinoiscomptroller.gov
2. Click on "Vendors" on the menu near the top of the page.



3. Enter your social security number or taxpayer identification number (whichever number you submitted on your W9 form) in the "Vendor TIN num" box, your name (LAST NAME FIRST per the instructions on the page) or business name. Do not forget to complete the security answer (circled in red in the image below) before you SUBMIT.

Vendor TIN: 999999999 Show

Vendor Name:

Security Verification: Select the Heart . (What is this?)

Y Heart X Trash Tree

SUBMIT

4. On the first page, click the "payments issued" button. This will bring up a list of all payments made to you by the State of Illinois (not including any payroll).



5. Click on a number in the Warrant/EFT# to see details of the payment.
6. Each Warrant/EFT# detail screen will show a description listing case numbers and dates. Keep in mind, vouchers may be batched together into one payment. If so, it will list multiple case numbers and hearing dates.

Payment Voucher Description	
Line	Text
1	COURT REPORTING CASE #S: 13CF75
2	
3	AUTHORIZED: 12272016 HEARING DATES:
4	121713 031114 041714 042414 060514 061214 061614 081314
5	091814 091914 101414 112614 121214
6	NOT SUBJ TO CONT W/H