



STATE OF ILLINOIS  
COMPTROLLER  
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# ACCOUNTING BULLETIN

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To: All State Agencies, Boards and Commissions  
From: Steven L. Valasek, Assistant Comptroller - Operations  
Date: February 28, 2011  
Subject: Mandatory Use of NVEN for Agencies  
Number: 166

The Illinois Office of the Comptroller (IOC) has implemented a SAMS system change that reduces the time frame for certification of new non-business vendors with a Social Security Number (SSN). This system change takes the output from the NVEN screen and submits it directly to the IRS for validation on a daily basis. This significantly reduces the time frame for certification of new non-business vendors with an SSN.

Therefore, to maximize the efficiency for the State, agencies will be **required** to submit all new non-business vendors with an SSN through the NVEN screen on SAMS starting April 1, 2011. After that date, any hard copy W-9 submitted by an agency for a new non-business vendor with an SSN will be returned to the agency for entry on NVEN.

Agencies should continue to submit the following W-9s to the IOC in a hard copy format:

- All business W-9s;
- All sole proprietor W-9s (e.g., physicians, attorneys, etc.);
- All W-9s containing an Individual Taxpayer Identification Number (ITIN) provided by a non-U.S. person. ITINs can be identified by a "9" in the first digit of the number;
- All W-9s that require a change to an existing vendor (business or non-business). W-9s that are submitted for changes to an existing vendor must be clearly marked in the top margin of the W-9 indicating the action needed (e.g., "Name Change" or "B-Notice"). Failure to mark W-9s with the necessary action will result in the W-9s being returned to the originating agency.

Agencies should continue to submit all W-8 Forms to the IOC in a hard copy format.

Agencies should refer to Accounting Bulletin 153 for NVEN screen instructions for entry.

## NVEN EDITS

The following is a list of edits applicable to NVEN:

1. If the “ADD KEY FOUND” and “NO LINES ADDED” error messages appear after attempting to enter the vendor, this indicates that the vendor is already on file. In this instance, access the VEN2 screen to determine if additional action is required.
  - a. If the vendor has a “C” in the Certification Indicator field on VEN2, the vendor is certified. If the name on the W-9 matches the name on VEN2, no further action is required.
  - b. If the vendor has a “C” in the Certification Indicator field on VEN2, but the name on the W-9 does not match the name on VEN2, “Name Change” should be clearly printed in the top margin of the W-9. Submit W-9 to the IOC for processing.
  - c. If the vendor has an “N” in the Certification Indicator field on VEN2, the vendor is not certified. If there is a message in the “Comment” field, then the agency must take the following action:
    - i. If the comment refers to a “B NOTICE” or an “IRS TIN NAME MISMATCH”, “B Notice” or “IRS TIN Name Mismatch” should be clearly printed in the top margin of the W-9. Submit W-9 to the IOC for processing.
    - ii. If the comment refers to a message other than “B NOTICE” or “IRS TIN NAME MISMATCH”, contact the Vendor Unit at (217) 785-4422 for guidance.
  - d. If the vendor is not certified and there is no message in the “Comment” field, hold the W-9. Check VEN2 again in two business days. If the vendor still has not been updated, contact the Vendor Unit at (217) 785-4422 for guidance.
2. If the “CUST/VEND NAME DO NOT MATCH” and “NO LINES ADDED” error messages appear after attempting to enter the vendor, “CUST” should be clearly printed in the top margin of the W-9. Submit W-9 to the IOC for processing.
3. If a typographical error is made during entry, print the NVEN screen. “Typo” should be clearly printed in the top margin of the screen print. Fax the screen print to the Vendor Unit at (217) 785-7212. The record will be deleted so that it can be re-entered correctly by the agency.

**As a reminder, agencies must validate vendor information against VEN2 prior to the submission of all payment vouchers. Any required changes must be reflected on VEN2 before the associated payment voucher is submitted.**

If you have any questions concerning this bulletin, please contact Karla Grigsby at (217) 557-3376. Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller’s website at [www.ioc.state.il.us](http://www.ioc.state.il.us) under Resource Library.