



STATE OF ILLINOIS
COMPTROLLER
JUDY BAAR TOPINKA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Assistant Comptroller - Operations

DATE: December 20, 2011

SUBJECT: Commercial Direct Deposit – Multiple Bank Account Program

NUMBER: 176

The Illinois Office of the Comptroller (IOC) is making the Multiple Bank Account Program (MBAP) available for vendors who need multiple bank accounts to participate in direct deposit. The MBAP allows a vendor to authorize multiple bank accounts for a single taxpayer identification number (TIN).

Vendor Sign up and Notification Process

Each vendor must contact the IOC Electronic Commerce Unit for an interview to assess whether the vendor qualifies for the MBAP program. If the vendor qualifies, they must complete and send in an authorization form for multiple bank accounts. The IOC Electronic Commerce Unit then approves a multiple account number indicator for each bank account requested. For example, the usual assignment of multiple account number indicators would be 001, 002, 003, 004 and 005 for a vendor with five bank accounts. The vendor must communicate to each paying agency which multiple account number indicator should be utilized for each specific payment, a series of payments, a specific program, or for all payments from that agency.

Some examples are:

- a vendor might request an agency use the multiple account indicator “001” for all the payments from a specific program and all other payments from that agency should use multiple account indicator “002”

- a vendor might request one agency use the multiple account indicator “001” for all the payments from that agency and then might request another agency use a multiple indicator “002” for all payments from that second agency

Voucher Processing Rules

To make a payment to a specific bank account for a vendor, the paying agency must code a “1” in position 348 of the Voucher Transaction Record which indicates the transaction will be a direct deposit under MBAP. The paying agency must then code a multiple account number indicator in positions 374 – 376 of the Voucher Transaction Record indicating the specific multiple account number indicator to be used for the transaction. The file layout for the Voucher Transaction Record is in the SAMS Manual, Exhibit 17.20.30-A. The SAMS Manual is available on the Comptroller’s website at www.ioc.state.il.us under Resource Library.

Agencies should make the appropriate changes to their accounting systems to allow vendors to take advantage of the MBAP program. Due to the direct deposit statutory mandates for commercial vendors, the IOC anticipates a major increase in the use of direct deposit over the next year.

If you have any technical questions about the coding or file layout, please contact our System Administration Department at (217) 524-5387. If you have any questions about vendor sign up and/or agency notification process, please contact the IOC Electronic Commerce Unit at (217) 557-0930. Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller’s website at www.ioc.state.il.us under Resource Library.