



Roland W. Burris

Comptroller
State of Illinois

May 10, 1989

201 State House
Springfield, Illinois 62706
217/782-6000

PAYROLL BULLETIN
(2-89)

TO: All State Agencies, Departments, Boards, Commissions
and Universities

SUBJECT: Garnishment Processing

To ensure more accurate postings of garnishment deductions to the proper creditor, the Comptroller's Office will require a small modification to the tape and hard copy format of the garnishment trailer record. Future trailer records for garnishments should read as follows:

Garnishment Fund 659
ABC Supply Co., Inc. 86M2143
123-45-6789 Jones, John

The only change from the current format is the addition of the case or summons number immediately after the creditor's name. This number must appear in magnetic tape positions 135 through 144. This field will accommodate up to 10 alphanumeric characters. The number should be left-justified on the magnetic tape and any unused portion should be filled with spaces. Do not use any special characters, such as dashes, when entering this number. In the unlikely event that the case or summons number should exceed 10 characters, please contact the Comptroller's Garnishment Section at (217) 782-1981.

Questions regarding this bulletin should be referred to Dan Steven or Nancy Smith at (217) 782-4758.

Sincerely,

A handwritten signature in cursive script that reads "Larry D. Roth".

Larry D. Roth
Director, State Accounting