



STATE OF ILLINOIS  
COMPTROLLER  
SUSANA A. MENDOZA

# PAYROLL BULLETIN

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TO: All State Agencies, Boards and Commissions  
FROM: Marvin Becker, Assistant Comptroller – Operations  
DATE: December 13, 2017  
Subject: Hard Copy Vouchers – Truncating SSNs  
Number: 3-17

Effective immediately, state agencies are no longer required to display an individual's full social security number on hard copy vouchers accompanied by an electronic record. Documents subject to this change include payroll, retirement, and lottery vouchers and supporting documents submitted to the payroll unit. The vouchers must show the last four digits of an individual's social security number on the detail and trailer pages. Asterisks or other symbols are acceptable in place of the first five digits (\*\*-\*-1234).

Vouchers submitted to the payroll unit that are not accompanied by an electronic payment file will require the full social security number necessary for manual entry payments.

This requirement is optional until July 1, 2018. Subsequent hard copy vouchers will be returned to the agency if they contain the full social security number. Full social security numbers will remain necessary on the electronic payroll, retirement and lottery files used for tax reporting.

Agencies may access this and other Payroll, SAMS and Accounting Bulletins on the Comptroller's website at [www.illinoiscomptroller.gov](http://www.illinoiscomptroller.gov) under the Agencies tab.

If you have any questions regarding this bulletin, please contact our payroll office at (217) 782-4758.