



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

PAYROLL BULLETIN

TO: All State Agencies, Boards and Commissions

FROM: Kevin Schoeben, Assistant Comptroller
Sarah Robinson, Director of State Accounting

DATE: December 09, 2024

SUBJECT: Submitting Payroll Vouchers and Address Certifications Electronically

NUMBER: 4-24

The purpose of this Bulletin is to provide agencies with designated email addresses and reminders for submitting payroll vouchers and employee address certification forms to the Illinois Office of Comptroller (IOC) electronically.

Payroll, Retirement, and Lottery Vouchers

Payroll, Retirement, and Lottery vouchers may be submitted via secure email to PayrollVouchers@illinoiscomptroller.gov.

Reminders

- The signature page of electronically submitted payroll vouchers must contain the following certification: "If I am submitting this payroll voucher by facsimile or email, I hereby certify by signing and so filing that the original signed document exists in my possession."
- The signature page of electronically submitted retirement, lottery and contractual employee vouchers must contain the following certification: "If I am submitting this voucher by facsimile or email, I hereby certify by signing and so filing that the original signed document exists in my possession."
- The signatures on the signature page of the payroll voucher must match the specimen provided on the Voucher Signature Authorization Form. Agencies should keep a copy of all signed payroll vouchers and signature authorization forms.

Employee Address Certifications

[C-26 - Employee Address Certification](#) forms may be submitted via secure email to PayAddressChange@illinoiscomptroller.gov.

Reminders

- Employees must complete a C-26 form when hired and when making name or address changes.

- One copy of the form must be kept on file with the agency. A second copy should be submitted to the IOC for payment and tax reporting purposes.
- If submitting physical forms please send to State of Illinois Comptroller, Payroll Unit, 325 West Adams Street, Springfield, Illinois, 62704.

If you have any questions concerning this Payroll Bulletin, please contact Ryan Cole at Ryan.Cole@illinoiscomptroller.gov. Agencies may access this and other [Accounting](#), [Payroll](#), and [SAMS](#) bulletins on the IOC website.