

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: June 17, 2005

SUBJECT: New Involuntary Withholding Requirements

NUMBER: 127

The purpose of this Accounting Bulletin is to introduce new requirements that will be effective July 1, 2005 for all Involuntary Withholding (IW) transactions submitted to the Comptroller's Office. The new requirements apply to all state agencies and universities.

127.1 - IW Signature Authority and Delegation Rules-

- Each agency head must file a Signature Card (Form SCO-376) with the Comptroller's Office prior to submitting any IW transaction.
- Each delegation of the agency head signature must be approved by the agency head on a Signature Card and filed with the Comptroller's Office prior to submitting any IW transaction.
- When any delegation of signature authority is revoked, a copy of the revocation of authority must be sent to the Comptroller's Office.

127.2 - IW Signature Authority – All Involuntary Withholding Requests (Form C-33) and all Delete, Refund, and/or Change forms (Form C-34) submitted to the Comptroller's Office are required to be signed with (a) the signature of the head of the agency and (b) if that authority to sign the head of the agency's name is delegated, also the signature of the person actually signing the document.

127.3 – Standard certification form for tape/file submissions – All tape/file submissions must be accompanied by a properly completed Involuntary Withholding Tape/File Certification Form (Form SCO-471). This form must be signed with (a) the signature of the head of the agency and (b) if that authority to sign the head of the agency's name is delegated, also the signature of the person actually signing the document.

127.4 – Original signatures - The following transactions require original signatures:

- Involuntary Withholding Requests (Form C-33)
- Delete, Refund, and/or Change (Form C-34)
- Involuntary Withholding Signature Cards (Form SCO-376)
- Involuntary Withholding Tape/File Certification Form (Form SCO-471)
- Debtor Protest Letters
- Warrant Action Requests for IW refunds

Any transaction that does not meet the requirements set forth above will be rejected and returned to the submitting agency for correction.

If you have any questions or comments, please contact John Donelan at (217) 782-4107 or the Collections Unit of the Comptroller's Office at (217) 782-8290.