


CHECKING VOUCHER PAYMENTS ONLINE

1. Go to the Comptroller's website: www.illinoiscomptroller.gov
2. Click on "Vendors" on the menu near the top of the page.



3. Enter your social security number or taxpayer identification number (whichever number you submitted on your W9 form) in the "Vendor TIN num" box, your name (LAST NAME FIRST per the instructions on the page) or business name. Do not forget to complete the security answer (circled in red in the image below) before you SUBMIT.


Click here to access or register for Enhanced Vendor Remittance.

Vendor TIN: 

Vendor Name:

Select the Plus Sign : (What is this?)

Y H M + W

SUBMIT 

4. On the first page, click the "payment details" button.

PAYMENT DETAILS

5. On the next page, click the "Find Warrants" button.

FIND WARRANTS

6. This will bring up a list of all payments made to you by the State of Illinois (not including any payroll). Click on a Warrant/EFT# (see the red arrow to the right) to see details of the payment.

Warrant/EFT#
 0012583
0003079
0013607

7. Each Warrant/EFT# detail screen will show a description similar to what you might have seen on a paper stub for transcript or travel payments. Example is below.

Payment Voucher Description	
Line	Text
1	COURT REPORTING CASE #S: 01DT26
2	
3	AUTHORIZED: 03152012 HEARING DATES:
4	040607
5	
6	NOT SUBJ TO CONT W/H