

**Alexi Giannoulias**  
***ILLINOIS STATE TREASURER***

***REQUEST FOR PROPOSALS***

***Electronic Funds Transfer Services***

***November 3, 2009***

Responses due by 2:00 p.m. on December 14, 2009

The Honorable Alexi Giannoulias  
Treasurer of the State of Illinois  
Attn: Mr. Edward Buckles, Chief Procurement Officer  
400 West Monroe Street, Suite 401  
Springfield, IL 62704

**REQUEST FOR PROPOSALS FOR  
ELECTRONIC FUNDS TRANSFER SERVICES  
TREASURER OF THE STATE OF ILLINOIS**

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**REQUEST FOR PROPOSALS FOR ELECTRONIC FUNDS TRANSFER  
SERVICES**

**TREASURER OF THE STATE OF ILLINOIS**

**1.0 INTRODUCTION/BACKGROUND**

The Office of the Illinois State Treasurer (Treasurer) is issuing this Request for Proposals (“RFP”) for electronic funds transfer services for the Illinois Department of Revenue (IDOR).

Beginning October 1, 1993, the Illinois Department of Revenue’s voluntary Electronic Funds Transfer (EFT) Program became mandatory for Illinois taxpayers with the largest tax liabilities. Since then, the program has grown due to the lowering of the thresholds and an increase in the voluntary program. Currently, if a taxpayer’s tax liability is \$200,000 or more annually, they are legally required to make their tax payments through EFT.

The Illinois Department of Revenue (IDOR) EFT program initially accepted ACH credits and allowed taxpayers to authorize ACH debits via a toll-free number utilizing operator assisted entry. The toll-free number is now an Interactive Voice Response (IVR) system, with operator assistance available for administrative functions only. Also the Department also initiates ACH debits that have been authorized through its own web site and from other entities.

In Fiscal Year 2009 IDOR received over 4.4 million ACH payments totaling over \$21.5 billion. Currently the Department has over 98,000 businesses and individuals registered to make ACH payments. These registrations are for 43% debits and 57% credits. Taxpayers authorizing ACH debits through IDOR’s web site need not be registered with the Department. In Fiscal Year 2009 IDOR received approximately 800,000 ACH Debit authorizations through the IVR system.

Please see Appendix H for a listing of accepted EFT tax applications and tax types accepted via IVR.

## **2.0 RFP OBJECTIVES**

The Treasurer's objectives in issuing this RFP are to:

- Establish a service agreement with a selected Respondent for acceptance of all electronic funds transfer services defined in this RFP for the Treasurer.
- Establish a relationship with a Respondent that will enable the Treasurer to implement new technology and industry changes to offer comprehensive, integrated solutions.

## **3.0 ELECTRONIC FUNDS TRANSFER SERVICES OBJECTIVES**

The Treasurer has identified the following service needs as the primary objectives to be met by a Service Agreement for Electronic Funds Transfer Services:

- Automated Clearing House Debits (ACH Debit)
- Automated Clearing House Credits (ACH Credit)
- Fed-wire – for emergency backup only
- Establish and maintain a special toll free number for an interactive voice response system
- Monthly Account Analysis

Additional requirements are addressed in Section 7.0.

## **4.0 RFP PROCESS AND SCHEDULE**

This section outlines the process and schedule associated with this RFP and the resulting Service Agreement.

### *4.1 Response Due Date*

**All responses must be submitted, to the address below, no later than 2:00 p.m., December 14, 2009 to:**

The Honorable Alexi Giannoulis, Treasurer of the State of Illinois  
Attn: Mr. Edward Buckles, Chief Procurement Officer  
400 West Monroe Street, Suite 401  
Springfield, IL 62704

### *4.2 Mandatory Requirements*

- a. The Respondents must answer all the questions in this RFP relating to the specific services they are seeking to provide to the Treasurer.
- b. The Respondent must be a nationally or Illinois state chartered financial institution. The Respondent must be a member of the Federal Reserve System and have access to all services as a member bank. The Respondent must qualify as a depository for public funds.
- c. The Respondent must provide ratings from two rating agencies. The response must include ratings for senior debt, subordinated debt and long-term deposits.
- d. Responses to this request should set forth the specific manner in which the Respondent will satisfy each requirement noted in this RFP. In addition, the Respondent may include a supplementary narrative describing the general conceptual approach to the delivery of specific services and any other information they believe is relevant.
- e. The Respondent must submit the name, address and telephone number of an individual with authority to answer questions or provide clarification regarding their responses.
- f. The Respondent shall provide a general five-year business plan, which shall include, but not be limited to, projected revenues, projected growth of assets and liabilities and projected growth of equity.
- g. The Respondent must provide a list of previous and current clients or accounts for which they provide banking services which are considered identical or similar in nature to the specifications and requirements described herein.
- h. The Respondent must at the time of this RFP, or prior to that time if required by law, be an established financial institution with all required licenses, bonding, facilities, equipment and trained personnel necessary to perform the work as specified in this RFP. The Treasurer reserves the right to require proof of said requirements within ten calendar days from the date of receipt of the Respondent's response to this RFP.
- i. The Respondent must have five years of experience performing services as described in this RFP.
- j. Responses must be submitted in a sealed envelope or package bearing the title "State Treasurer Request for Proposal for Electronic Funds Transfer Services" and the Respondent's name and address. The package must include one (1) original and nine (9) copies of the response.

- k. The Respondent must submit a fully executed State Certifications Form (Appendix A).
- l. The Respondent must submit a fully executed Financial Interest and Potential Conflicts of Interest Disclosure Form (Appendix B).
- m. The Respondent must submit a fully executed Other Contract and Procurement Related Information Disclosure Form (Appendix C).
- n. **The Respondent must submit a fully executed Financial Interests and Potential Conflicts of Interests Statement. This statement must be mailed separately to Inspector General David Wells, 400 West Monroe Street, Suite 401, Springfield, IL 62704 (Appendix D).**

#### 4.3 *Schedule*

The following time schedule applies to this RFP:

November 3, 2009 Tuesday	RFP to be published on the Treasurer's website ( <a href="http://www.treasurer.il.gov">www.treasurer.il.gov</a> ).
November 17, 2009 Tuesday	Mandatory Bidders Conference 1:30 p.m. CST – Illinois Department of Revenue 101 West Jefferson Street, Information Desk Springfield, IL 62794
November 19, 2009 Thursday	All questions pertaining to the RFP due by 4:00 p.m. CST
December 1, 2009 Tuesday	All answers to questions posted to the Treasurer's Website by 4:00 p.m. CST
December 14, 2009 Monday	<b>Responses to RFP due at 2:00 p.m. and must be mailed or delivered to the following address:</b> Illinois State Treasurer's Office Attn: Edward Buckles, Chief Procurement Officer 400 West Monroe Street, Suite 401 Springfield, IL 62704
December 30, 2009 Wednesday	Selection of potentially acceptable candidates
January 4-7, 2010	Site visits
February, 2010	Negotiation and contract award

#### 4.4 *Office of the State Treasurer Issues RFP*

The Treasurer is the sole point of contact concerning this RFP. Questions or requests for clarification about this RFP should be in writing and directed to:

Mr. Edward Buckles  
Chief Procurement Officer  
Office of the State Treasurer  
400 West Monroe Street, Suite 401  
Springfield, IL 62704  
Telephone: (217) 782-6540  
Fax: (217) 524-3822  
E-Mail: [ebuckles@treasurer.state.il.us](mailto:ebuckles@treasurer.state.il.us)

#### 4.5 *Questions about this RFP*

Respondents should submit questions about the intent or content of this RFP and request clarification of any and all procedures used for this procurement *prior to the submission of a response*. Respondents must prepare their questions in writing and send them by e-mail to the above contact person.

#### 4.6 *Internet/E-mail Communications*

The Treasurer may also communicate with Respondents via e-mail. Each Respondent should provide an e-mail address with its response to RFP for ease of communication throughout this RFP process.

#### 4.7 *Verbal Communications*

Any verbal communication from the Treasurer's employees or its contractors concerning this RFP is not binding on the Treasurer, and shall in no way alter a specification, term or condition of this RFP.

#### 4.8 *Amendments*

If it is necessary to amend this RFP, the Treasurer will post amendments on the Treasurer's website.

#### 4.9 *Respondent's Costs*

The cost of developing a response to this RFP is each Respondent's responsibility and may not be charged to the Treasurer.

#### 4.10 *Withdrawal/Modification*

A Respondent may, by a letter to the contact person, withdraw or modify a submitted response to RFP prior to the response due date.

#### *4.11 Response to RFP is an Offer*

A submitted response to this RFP is a binding offer valid from the proposal opening date until 180 days thereafter.

#### *4.12 Response to RFP is State Property*

On the response due date all responses and related material submitted in response to this RFP become the Property of the State of Illinois.

#### *4.13 Chief Procurement Officer May Cancel RFP*

If the Chief Procurement Officer determines that it is in the State's best interest, he reserves the right to do any of the following:

- Cancel this RFP;
- Modify this RFP in writing as needed; or
- Reject any or all proposals received in response to this RFP.

#### *4.14 Evaluation of Responses to RFP*

The Evaluation Committee will review responses based on the following criteria:

- A. Ability to provide the required services determined by general and specific experience in providing these services, a record of past performance of similar work and qualifications;
- B. Pricing; and
- C. References.

## **5.0 RESPONSE FORMAT**

All responses must be submitted within the prescribed format to facilitate objective review. Any response that materially deviates from this format will be rejected without further consideration of its content. Responses that contain false or misleading statements or that provide references that do not support an attribute or condition claimed by the Respondent may also be rejected.

### *5.1 Cover Letter*

The response must be accompanied by a transmittal letter that designates the name, address and telephone number of the person or persons available for

contact concerning the response and who are authorized to make representations on behalf of the Respondent's organization.

## 5.2 *General Structure*

- a. Narratives should provide a concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be on clarity, brevity and completeness of response.

## 5.3 *Table of Contents*

Include a listing of the main chapters and paragraph headings contained in the response, including page numbers.

## 5.4 *Introduction*

Include any introductory remarks deemed appropriate. Briefly discuss such topics as the Respondent's background, management, facilities, staffing, related experience and financial stability.

## 5.8 *Functional and Technical Presentation*

Present all aspects and details of the proposed fulfillment of specific functional, technical performance and support requirements as delineated in Section 8.0 of this RFP. For ease of evaluation, please refer to the numbered paragraphs as presented in this RFP. Reference each identified requirement (including paragraph number), indicating that the specified requirement is currently supported, is planned to be supported or will not be supported, with a brief explanation as appropriate.

## 5.9 *Unique Capabilities*

Provide a summary of any unique expertise, products or services that distinguish your institution.

## **6.0 ADMINISTRATIVE REQUIREMENTS**

### 6.1 *Research and Information Retrieval*

The selected Respondent should provide information concerning the most efficient method of information retrieval and research. The selected Respondent should provide information on research ability including, but not limited to, turnaround time.

### 6.2 *Customer Service*

This RFP requires that the selected Respondent provide appropriate staffing to meet the customer service needs of the Treasurer including, but not limited to, adequate level of staffing, direct access to staff, emergency contact phone numbers, etc.

### 6.3 *Information Reporting*

The selected Respondent shall provide information concerning the following:

- Daily bank account statements (summary and detail)
- Previous day transactions (summary and detail)
- Current day transactions (summary and detail)
- 822 monthly account analysis
- ACH returns (previous and current day)

### 6.4 *Investment of Collected Funds*

The selected Respondent may be required to provide investments for end of day collected balance. Please provide us a detailed listing of your current investment opportunities and related prospectuses if applicable. A historical rate of return needs to be included for all investments listed in your response.

## 7.0 **CONTRACTUAL TERMS**

You must specifically agree to each contractual provision set forth below.

### 7.1 *Contractual Responsibility*

If chosen to provide the services under this RFP, you will be contractually responsible for all services provided.

### 7.2 *Illinois Law*

Any agreement made in connection with this RFP is governed in all respects by the laws of the State of Illinois.

### 7.3 *Terms of Contract*

The initial term of the contract will be 4 years. The Treasurer may elect to extend the contract for one-year periods, not to exceed a total term of 10 years (including the initial 4 years).

### 7.4 *Termination*

a. Termination Without Cause:

The Treasurer may elect to terminate this agreement at any time upon three calendar days notice. Upon termination, the Treasurer will pay for work satisfactorily completed prior to the date of termination as determined in a reasonable manner.

b. Termination for Cause/Reduction of Fees:

Notwithstanding any foregoing language to the contrary, the Chief Procurement Officer may terminate this Agreement with the approval of the Treasurer and subject to the determination of the General Counsel under any of the following circumstances:

- (1) You fail to furnish satisfactory performance within the time specified.
- (2) You fail to perform any of the provisions of this contract or so fail to make progress as to endanger the performance of this contract in accordance with its terms.
- (3) Any services provided under the contract are rejected and are not promptly cured by you or repeatedly rejected even though you offer to cure services promptly.
- (4) There is sufficient evidence to show that fraud, collusion, conspiracy, or other unlawful means were used to obtain the contract.
- (5) You are guilty of misrepresentation in connection with another contract for services to the State and cannot be reasonably depended upon to fulfill your obligations under any of your contracts with the State.
- (6) You are adjudged bankrupt or enter into a general assignment for the benefit of your creditors or receivership due to insolvency.
- (7) You disregard laws and ordinances, rules, or instructions of the Treasurer or his agents, act in violation of any provision of the Agreement, or act in conflict of any statutory or constitutional provision of the State of Illinois or the United States.
- (8) You commit any other breach of the contract to be entered into or commit other unlawful acts.

7.5 *Work Product*

a. Ownership:

Except as otherwise agreed to in writing, all work product including, but not limited to, documents, reports, data, information, and ideas specially produced, developed or designed by you under this Agreement for the Treasurer, whether preliminary or final, will become and remain the property of the Treasurer, including any copyright or service marks you developed on behalf of the Treasurer. The Treasurer shall have the right to use all such work product without restriction or limitation and without further compensation to you.

b. Return of Materials:

Within thirty (30) days after expiration or termination of the Agreement, you will deliver to Treasurer, or to a third party if so instructed by the Treasurer, all work

product and information in your possession in the performance of this Agreement. If requested by the Treasurer, you shall certify in writing that all such work and information has been delivered to Treasurer.

*7.6 State Furnished Property*

Selected respondent shall be responsible for the security, protection, and return of all property furnished by the State of Illinois, including but not limited to, items, research materials, photographs, and drawings.

*7.7. State Certifications/Disclosures*

The contract to be agreed upon pursuant to this RFP will incorporate your fully executed State Certifications and Financial and Potential Conflicts of Interest Disclosure Forms.

*7.8 Collateralization of Collected Balances*

The selected Respondent will be required to collateralize end of day collected balances through a pledge of securities in compliance with Sections 11 and 11.1 of the Deposit Of State Moneys Act (15 ILCS 520-11, 11.1), the Treasurer's Investment Policy and subject to the collateral agreement incorporated herein as Appendix F. The selected Respondent will be required to pledge securities equal to 102% of the market value of the largest total balance the Treasurer maintains in the financial institution., less the insurance amount provided by the Federal Deposit Insurance Corporation. The collateral will be placed for safe keeping under the control and in the name of the Treasurer with a third party custodian designated by the Treasurer.

*7.9 Internal Controls*

The selected Respondent shall annually provide the Treasurer with a copy of the Annual Report or Form 10-K of its parent bank holding company which will include the attestation of the company's independent registered accounting firm regarding the company's internal control over financial reporting.

*7.10 Back-Up Facilities*

The selected Respondent shall provide the Treasurer a summary of their disaster recovery and back up plans as well as the testing schedule.

*7.11 Indemnification*

The selected Respondent will indemnify, defend and hold Treasurer, its officers, agent and employees, harmless from and against any and all liabilities, demands, claims, lawsuits, losses, damages, causes of action, fines, or judgments, including costs, attorneys' and witnesses' fees and expenses incident thereto, for all injuries, including but not limited to injuries to person and for loss of, damage to, or

destruction of property because of the Respondent's negligent or intentional acts or omissions in connection with this RFP and subsequent Agreement.

#### *7.12 Subcontracting*

The Respondent may not use subcontractors to perform the duties as outlined in this RFP unless the subcontractor is approved, in advance, by the Treasurer. If your response requires a subcontractor, the respondent must disclose the duties performed by the subcontractor. Subcontractors will be required to submit State Certifications and Disclosure Forms A, B, C and D.

#### *7.13 Right to Audit Books and Records*

The Respondent and any subcontractor shall maintain, for a minimum of three (3) years after the termination of the contract, adequate books, records, and supporting documents in conjunction with a contract.

#### *7.14 CONFIDENTIALITY AND SECURITY REQUIREMENTS*

##### CONFIDENTIALITY

Provisions for safeguarding Illinois Tax information are detailed in the Illinois Compiled Statutes, Chapter 35, Section 5/917 (a). All taxpayer payment and return information received by the successful bidder or its subcontractors, whether received from the taxpayer or the Department, shall be confidential except for official purposes and pursuant to official procedures for the collection of State of Illinois taxes. The successful bidder and its employees, any subcontractors and their employees shall be subject to the same civil and criminal penalties for unauthorized disclosure as Illinois Department of Revenue employees.

##### **35 ILCS 5/917 (a)**

##### **Confidentiality and information sharing**

Except as provided in this Section, all information received by the Department from returns filed under this Act, or from any investigation conducted under the provisions of this Act, shall be confidential, except for official purposes within the Department or pursuant to official procedures for collection of any State tax or pursuant to an investigation or audit by the Illinois State Scholarship Commission of a delinquent student loan or monetary award or enforcement of any civil or criminal penalty or sanction imposed by this Act or by another statute imposing a State tax, and any person who divulges any such information in any manner, except for such purposes and pursuant to order of the Director or in accordance with a proper judicial order, shall be guilty of a Class A misdemeanor. However, the provisions of this paragraph are not applicable to information furnished to a

licensed attorney representing the taxpayer where an appeal or a protest has been filed on behalf of the taxpayer.

All information on any tax return, tax payment, or any document accompanying any tax return is confidential. Unauthorized release of confidential taxpayer information may result in criminal prosecution under Illinois and federal laws, as well as disciplinary action up to and including discharge. Information provided to the department by any other governmental or private agency also must be considered sensitive and confidential.

You may not publish, divulge, disclose, or make known in any manner any information contained in any report, tax payment, or record when such information discusses or potentially could identify a taxpayer unless it is already a matter of public record.

You may not use any information obtained by virtue of your employment at the department for actual or anticipated gain for yourself or another person.

Additionally, all records and documents in the custody of or accessible by department employees are for official use as stated in the section entitled "Care of official documents" (on Page 59) and are to be accessed for business reasons only.

No Respondent or Respondent employee may publish, divulge, disclose, or make known in any manner any information contained in any report, tax payment, or record when such information discusses or potentially could identify a taxpayer unless it is already a matter of public record.

A Respondent or Respondent employee may not use for private purposes or gain any information which was obtained in the course of the contract services.

All records and documents in the custody of or accessible by a Respondent or Respondent employee are for official business use only.

Violations of state confidentiality laws are prosecuted as Class A or Class B misdemeanors. Class A misdemeanors are punishable by a fine not to exceed \$2,500 and up to 364 days in jail or both. Class B misdemeanors are punishable by a fine not to exceed \$1,500 and up to six months in jail or both.

In addition to violating Illinois tax laws, persons who make unauthorized disclosures of federal tax information are subject to prosecution under the U.S. Internal Revenue Code. Divulging federal tax information, in any manner, that could identify a taxpayer is a felony punishable by up to five years in prison and a fine of up to \$5,000. The Internal Revenue Code also allows a taxpayer, about whom confidential information has been improperly released, to seek court-invoked civil damages for willful or negligent disclosure of information. The

taxpayer has up to two years from the time the unauthorized disclosure is discovered to file suit.

The court may award the taxpayer the amount in actual damages incurred because of the disclosure (for example, income lost) as well as punitive damages in the case of willful disclosure or a disclosure which is the result of gross negligence, but in no case shall the plaintiff receive less than \$1,000 for each disclosure plus the costs of the action.

## SECURITY

The Respondent shall be subject to identical security confidentiality provisions as the IDOR employees, as established by IDOR in accordance with State Law.

Before securing employment with IDOR, all applicants may be requested to complete an employee security check authorization form which entitles IDOR to check the applicant's taxpaying history. Applicant's tax filing status must be current to secure employment. The Respondent must allow IDOR to complete a security check on any/all Respondent employees which will have access to taxpayer returns or tax payments, coupons, records, etc. If a Respondent employee is found not to have a current filing status, the Respondent must ensure that the Respondent employee will not have access to IDOR taxpayer returns. For the Respondent's employee to obtain access to IDOR taxpayer returns, his/her filing status must be made current and the employee security check authorization form cleared through IDOR Internal Affairs office.

## RESPONDENT REQUIREMENTS

All work including programming, maintenance, customer support, etc. is required to be done in the United States or its territories.

The Respondent shall be subject to any or all of the following forms of audit and/or verification:

- On-site State of Illinois employee(s)
- Unannounced or announced audits by State of Illinois Internal Auditors during bank processing hours
- Site security reviews performed by State of Illinois Internal Affairs office

No rights or obligations under any agreement for the provision of electronic funds transfer services may be transferred or assigned by a financial institution without the Treasurer's prior written consent. Any attempt by a financial institution to transfer or assign any rights or obligations related to the provision of the electronic funds transfer services without the consent of the Treasurer shall render the processing relationship void.

The Treasurer may unilaterally bind any successor of the financial institution(s) to the terms and conditions of any agreement between the parties.

#### *7.16 Disclaimer*

The estimate of volume activity referred to in the Illinois Department of Revenue Specifications is based on historical information and may change as a result of future technological advancements, related statutory or administrative changes, taxpayer initiatives or other developments.

#### *7.17 Reporting and Testing*

Please provide a complete sample of all reports generated by your treasury management system. The reports must contain data specific to the type of transactions the account will be expecting on a daily basis. The selected respondent must also provide access to their treasury management system for the purpose of testing the exporting of information into the following formats: PDF, BAI2, CSV, and TXT. The export must also contain data specific to the type of transactions the account will be anticipating on a daily basis. The Treasurer's Office will require all of the reports and test data a minimum of two weeks prior to implementation in order to perform all necessary testing well in advance of execution date.

In addition to the Treasurer's Office requirements, the selected respondent will be required to perform testing with the IL Department of Revenue prior to the execution date.

## **8.0 CURRENT TREASURER'S PROCESSES**

The Treasurer's Office will require the selected Respondent to provide detailed reporting for ACH returns. The ACH return report must include the following:

- Trace number
- Settlement date

- Confirmation number
- Amount
- Taxpayer name
- Reason code

The Treasurer's Office will require the selected Respondent to provide a daily report indicating current day totals for the following:

- ACH debit originated settlement
- ACH credit received
- ACH debits being returned

The Treasurer's Office requires an ACH debit block on the settlement account where these funds are credited.

The Treasurer's Office executes a daily wire transfer at approximately 9:30 a.m. and 2:30 p.m. The wire transfer is based on the available balance in the account minus a predetermined amount to cover ACH returns. The predetermined amount will fluctuate during peak processing period. The funds are transferred to the Treasurer's concentration bank for daily investments.

## **9.0 PRICING**

It is intended that the pricing structure in your proposal will apply to any and all state agencies that deposit with the Treasurer's Office. This approach will obviate the need for additional procurements by individual agencies.

### *9.1 Terms*

Pricing schedules are to cover an initial four-year period.

### *9.2 Financial Institution Pricing Schedule*

Please provide the most recent standard pricing schedule for the proposing institution. This schedule will be held in confidence.

### *9.3 Compensation*

The Respondent chosen to provide these services will be compensated by State of Illinois warrant based on a review of account analysis, providing the General Assembly has approved appropriations. Payment via EFT may be an option, as authorized by the General Assembly. The compensating balance method may be utilized as an alternative payment process.

**APPENDIX**

- A. State Certifications Form**
- B. Financial and Potential Conflicts of Interest Disclosure Form**
- C. Contract Disclosure Form**
- D. Financial Interests and Potential Conflicts of Interests Statement**
- E. Illinois State Treasurer's Investment Policy**
- F. Collateral Agreement**
- G. Cost Structure**
- H. IDOR Specifications**
  - H1 – EFT 11 Worksheet**
  - H2 – EFT 10 Phone Script**
  - H3 – EFT Specifications**
  - H3A– Section IV – File Layouts**
- I. Payment Method Matrix**

**Appendix A**  
**STATE CERTIFICATIONS**

\_\_\_\_\_ (“CONTRACTOR”) makes  
the following certifications:

**1.0 ANTI-BRIBERY.**

CONTRACTOR certifies that it is not barred from being awarded a contract or subcontract under Section 1400.5010 of the Treasurer’s Procurement Rules (44 Ill. Adm. Code 1400.5010).

**2.0 BID-RIGGING/BID-ROTATING.**

CONTRACTOR certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4).

**3.0 DRUG FREE WORKPLACE.**

This certification is required by Section 3 of the Drug Free Workplace Act (30 ILCS 580/3). The Drug Free Workplace Act, effective January 1, 1992, requires that CONTRACTOR shall not be considered for the purposes of being awarded a contract for the procurement of any services from the State unless CONTRACTOR has certified to the State that CONTRACTOR will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract payments, termination of the contract and debarment of contracting opportunities with the State for at least one (1) year but not more than five (5) years.

CONTRACTOR certifies and agrees that it will provide a drug free workplace by:

- a. Publishing a statement:
  - i. Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the grantee’s or contractor’s workplace.
  - ii. Specifying the actions that will be taken against employees for violation of such prohibition.
  - iii. Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
    - a. abide by the terms of the statement; and
    - b. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- b. Establishing a drug free awareness program to inform employees about:

- i. the dangers of drug abuse in the workplace;
  - ii. CONTRACTOR's policy of maintaining a drug free workplace;
  - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
  - iv. the penalties that may be imposed upon an employee for drug violations.
- c. Providing a copy of the statement required by Section (a) to each employee engaging in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
  - d. Notifying the Treasurer's Office within ten (10) days after receiving notice under part (b) of paragraph (iii) of Section (a) above from an employee or otherwise receiving actual notice of such conviction.
  - e. Imposing a sanction on, or requiring the satisfactory participation in drug abuse assistance or rehabilitation program by, an employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.
  - f. Assisting employees in selecting a course of action in the event of drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
  - g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

#### **4.0 U.S. EXPORT ACT.**

CONTRACTOR certifies that neither CONTRACTOR nor any substantial-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 (50 U.S.C.A. App. § 2401 et seq.) or the regulations of the U.S. Department of Commerce promulgated under that Act.

#### **5.0 NON-DISCRIMINATION.**

CONTRACTOR certifies that it is in compliance with the State and Federal Constitutions, the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules that prohibit unlawful discrimination in performance of this Agreement and all other activities, including employment and other contracts. As a condition of receiving the Agreement, CONTRACTOR represents or certifies that services, programs and activities provided under the Agreement are and will continue to be in compliance with State and Federal Constitutions, the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and all applicable laws that prohibit unlawful discrimination.

#### **6.0 AMERICANS WITH DISABILITIES ACT.**

CONTRACTOR certifies that it is in compliance with the Americans with Disabilities Act ("ADA") (42 U.S.C. 12101 et seq.) and the regulations thereunder (28 CFR 35.130) prohibit discrimination against persons with disabilities by the Treasurer, whether directly or through contractual arrangements, in the provision of any

aid, benefit or service. As a condition of receiving the Agreement, CONTRACTOR represents or certifies that services, programs and activities provided under the Agreement are and will continue to be in compliance with the ADA.

**7.0 ILLINOIS HUMAN RIGHTS ACT.**

CONTRACTOR certifies that it is presently in compliance with all of the terms, conditions and provisions of Section 5/2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105), together with all rules and regulations promulgated and adopted pursuant thereto.

**8.0 FELONY.**

CONTRACTOR certifies that it has not been barred from being awarded a contract under Section 1400.5015 of the Treasurer's Procurement Rules (44 Ill. Adm. Code 1400.5015).

**9.0 FORMER EMPLOYMENT.**

CONTRACTOR has informed the Treasurer's Office in writing if CONTRACTOR was formerly employed by the Treasurer's Office and has received an early retirement incentive under Section 14-108.3 or 16-133.3 of the Illinois Pension Code (30 ILCS 105/15a).

**10.0 INDUCEMENT.**

CONTRACTOR has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has CONTRACTOR accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract (30 ILCS 500/50-25).

**11.0 REVOLVING DOOR PROHIBITION.**

CONTRACTOR certifies neither it or its employees and agents are in violation of the "Revolving Door" section of the Illinois Procurement Code (30 ILCS 500/50-30), which prohibits certain officers and their designees from engaging in procurement activities for a certain time period.

**12.0 REPORTING ANTICOMPETITIVE PRACTICES.**

CONTRACTOR shall report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anticompetitive practice among any bidders, offerors, contractors, proposers or employees of the State (30 ILCS 500/50-40, /50-45, /50-50).

**13.0 DISCRIMINATORY CLUB.**

CONTRACTOR agrees not to pay any dues or fees on behalf of its employees or agents or subsidize or otherwise reimburse them for payments of any dues or fees to a discriminating club as prohibited by Section 2 of the Discriminatory Club Act (775 ILCS 25/2).

**14.0 TAXPAYER IDENTIFICATION NUMBER AND LEGAL STATUS OF CONTRACTOR.**

CONTRACTOR shall be in compliance with applicable tax requirements and shall be current payment of such taxes. Under penalty of perjury, CONTRACTOR certifies that #\_\_\_\_\_ is its correct Taxpayer Identification Number and that it is doing business as a (please check one):

- |   |  |
|---|--|
| <input type="checkbox"/> Individual                 | <input type="checkbox"/> Real Estate Agent       |
| <input type="checkbox"/> Partnership                | <input type="checkbox"/> Government Entity       |
| <input type="checkbox"/> Corporation                | <input type="checkbox"/> Trust or Estate         |
| <input type="checkbox"/> Sole Proprietorship        | <input type="checkbox"/> Tax Exempt Organization |
| (IRS 501  | as (a) only)                                     |
| <input type="checkbox"/> Not-for-Profit Corporation | <input type="checkbox"/> Medical and Health Care |
|   | Services Provider                                |
- Corporation

**15.0 LICENSE.**

CONTRACTOR, directly or through its employees, shall have and maintain any license required by this Agreement.

**16.0 APPROPRIATION.**

This Agreement is subject to termination and cancellation in any year for which the General Assembly fails to make an appropriation to make payments under the terms of the contract.

**17.0 RECORDS RETENTION.**

CONTRACTOR shall maintain, for as a minimum of three (3) years after the termination of this Agreement, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this Agreement; this Agreement and all books, records, and supporting documents related to this Agreement shall be available for review and audit by the Auditor General and the Treasurer; CONTRACTOR agrees to cooperate fully with any audit conducted by the Auditor General or the Treasurer and to provide full access to all relevant materials. The three-(3)-year period shall be extended for the duration of any

audit in progress during the term. Failure to maintain the books, records and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

#### **18.0 CONFLICTS OF INTEREST.**

CONTRACTOR has disclosed, and agrees that it is under a continuing obligation to disclose to the Treasurer financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest that would prohibit CONTRACTOR from having or continuing the Agreement. Conflicts of interest include, but are not limited to, conflicts under Section 1400.5020 of the Treasurer's Procurement Rules (44 Ill. Adm. Code 1400.5020) and Section 50-30 of the Illinois Procurement Code (30 ILCS 500/50).

#### **19.0 LATE PAYMENTS.**

Late payment charges, if any, shall not exceed the formula established in the Illinois Prompt Payment Act (30 ILCS 540/1) and the Illinois Administrative Code (74 Ill. Adm. Code 900).

#### **20.0 LIABILITY.**

The State's liability for damages is expressly limited by and subject to the provisions of the Illinois Court of Claims Act (705 ILCS 505/1) and to the availability of suitable appropriations.

#### **21.0 DEBT DELINQUENCY.**

CONTRACTOR certifies that it is not barred from being awarded a contract under the Illinois Procurement Code (30 ILCS 500). Section 50-11 of the Illinois Procurement Code prohibits a person from entering into a contract with the Treasurer's Office if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 of the Illinois Procurement Code prohibits a person from entering into a contract with a State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. CONTRACTOR further acknowledges that the Treasurer's Office may declare the Agreement void if this certification is false or if CONTRACTOR or any affiliate is determined to be delinquent in payment of any debt during the term of the Agreement.

#### **22.0 EDUCATIONAL LOAN DEFAULT.**

CONTRACTOR certifies that it is not barred from being awarded a contract under the Educational Loan Default Act (5 ILCS 385). Section 3 of the Educational Loan Default Act prohibits an individual from entering into a contract with the Treasurer's Office if that individual is in default of an educational loan. CONTRACTOR further acknowledges that the Treasurer's Office may declare the Agreement void if this certification is false or if CONTRACTOR is determined to be in default of an educational loan during the term of the Agreement.

### **23.0 FORCE MAJEURE.**

Failure by either party to perform its duties and obligations shall be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, labor or material shortages, labor disputes, fire, flood, explosion, legislation, and governmental regulation.

### **24.0 ANTITRUST ASSIGNMENT.**

CONTRACTOR hereby assigns, sells and transfers to the State of Illinois all right, title and interest in and to any claims and causes of action arising under antitrust laws of Illinois or the United States relating to the subject matter of the Agreement.

### **25.0 PROHIBITION OF GOODS FROM FORCED LABOR.**

CONTRACTOR certifies that it is not barred from being awarded a contract under the State Prohibition of Goods from Forced Labor Act (30 ILCS 583). Section 10 of the State Prohibition of Goods from Forced Labor Act prohibits a contractor from entering into a contract with the Treasurer's Office if that contractor knew that the foreign-made equipment, materials, or supplies furnished to the State were produced in whole or part by forced labor, convict labor, or indentured labor under penal sanction. CONTRACTOR further acknowledges that the Treasurer's Office may declare the Agreement void if this certification is false or if CONTRACTOR is determined to have known that the foreign-made equipment, materials, or supplies furnished to the State during the term of the Agreement were produced in whole or part by forced labor, convict labor, or indentured labor under penal sanction.

### **26.0 PROHIBITION OF GOODS FROM CHILD LABOR.**

CONTRACTOR certifies in accordance with Public Act 94-0264 that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

### **27.0 SARBANES-OXLEY ACT AND ILLINOIS SECURITIES LAW.**

CONTRACTOR certifies that it is not barred from being awarded a contract under the Illinois Procurement Code (30 ILCS 500). Section 50-10.5 of the Illinois Procurement Code prohibits a business from bidding or entering into a contract with the Treasurer's Office if the business or any officer, director, partner, or other

managerial agent of the business has been convicted of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five (5) years from the date of conviction. CONTRACTOR further acknowledges that the Treasurer's Office may declare the Agreement void if this certification is false or if CONTRACTOR or any officer, director, partner, or other managerial agent of CONTRACTOR is determined to have been convicted of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 during the term of the Agreement.

## **28.0 DISPUTES.**

Any claim against the State arising out of this Agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1). The State shall not enter into binding arbitration to resolve any Agreement dispute. The State of Illinois does not waive sovereign immunity by entering into this Agreement. Any provision containing a citation to an Illinois statute (cited "ILCS") may not contain the complete statutory language. The official text, which is incorporated by reference, may be found in the appropriate chapter and section of the Illinois Compiled Statutes. An unofficial version may be viewed at [www.ilga.gov](http://www.ilga.gov).

## **29.0 THIRD-PARTY PAYMENTS.**

CONTRACTOR certifies that no fee was paid to a third-party in expectation of being awarded a contract by the Treasurer.

## **30.0 MOST FAVORABLE TERMS.**

If more favorable terms are granted by the CONTRACTOR to any similar governmental agency in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies or services, the more favorable terms will be applicable under the Agreement between the Treasurer's Office and the CONTRACTOR.

## **31.0 BOARD OF ELECTIONS REGISTRATION**

The contractor certifies that they are not required to register as a business entity with the State Board of Elections pursuant to the Procurement Code (30 ILCS 500/20-160). Further, the contractor acknowledges that all contracts between State agencies and a business entity that do not comply with this Section shall be voidable under Section 50-60 of the Procurement Code (30 ILCS 500/50-60).

*(or)*

The contractor certifies that they have registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration pursuant to the Procurement Code (30 ILCS 500/20-160). Further, the contractor

acknowledges that all contracts between State agencies and a business entity that do not comply with this Section shall be voidable under Section 50-60 of the Procurement Code (30 ILCS 500/50-60).

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CONTRACTOR

By:

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Signature

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Name

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Title

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Date

**Appendix B**  
**DISCLOSURES**  
**FINANCIAL INTEREST AND POTENTIAL CONFLICTS OF INTEREST**

The Treasurer's Procurement Regulations (44 Ill. Adm. Code 1400.5035) require that contractors/offers desiring to enter into certain contracts with the State of Illinois must disclose the financial and potential conflicts of interest information as specified below.

Contractor/offers shall disclose the financial interest and potential conflicts of interest information identified in Sections 1 and 2 below as a condition of receiving an award or contract. Submit this information along with your bid, proposal or offer.

This requirement applies to contracts with an annual value exceeding \$10,000.

A publicly traded entity may submit its 10K disclosure in satisfaction of the disclosure requirements set forth in both Sections 1 and 2 below.

**Sec. 1. Disclosure of Financial Interest in the Contractor/Offers**

- a. If any individuals have one of the following financial interests in the contractor/offers (or its parent), please check all that apply and show their name and address:

Ownership exceeding 5%	(____)
Ownership value exceeding \$90,414.60	(____)
Distributive Income Share exceeding 5%	(____)
Distributive Income Share exceeding \$90,414.60	(____)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

- b. For each individual named above, show the type of ownership/distributable income share: sole proprietorship \_\_\_\_\_ stock \_\_\_\_\_ partnership \_\_\_\_\_ other (explain) \_\_\_\_\_.

- c. For each individual named above, show the dollar value or proportionate share of the ownership interest in the contractor/offers (or its parent) as follows:

If the proportionate share of the named individual(s) in the ownership of the contractor/offers (or its parent) is 5% or less, and if the value of the ownership interest of the named individual(s) is \$90,414.60 or less, check here (\_\_\_\_)

If the proportionate share of ownership exceeds 5% or the value of the ownership interest exceeds \$90,414.60, show either.

The percent of ownership \_\_\_\_\_%

or

The value of the ownership interest \$ \_\_\_\_\_

Sec. 2. Disclosure of Potential Conflicts of Interest. For each of the individuals having the level of financial interest identified in Section 1 above, check “Yes” or “No” to indicate which, if any, of the following potential conflicts of interest relationships apply. If “Yes,” please describe (use space under applicable section to explain your answers – attach additional pages as necessary).

- |    |  |              |             |
|----|--|--------------|-------------|
| a. | State employment, currently or in the previous 3 years, including contractual employment of services   | Yes<br>_____ | No<br>_____ |
| b. | State employment for spouse, father, mother, son, or daughter, including contractual employment for services in the previous 2 years.  | Yes<br>_____ | No<br>_____ |
| c. | Elective status; the holding of elective office of the State of Illinois, the government of the United States, any unit of local government authorized by the Constitution of the State of Illinois, or the statutes of the State of Illinois currently or in the previous 3 years.  | Yes<br>_____ | No<br>_____ |
| d. | Relationship to anyone holding elective office currently or in the previous 2 years; spouse, father, mother, son, or daughter.   | Yes<br>_____ | No<br>_____ |
| e. | Appointive office; the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous 3 years. | Yes<br>_____ | No<br>_____ |
| f. | Relationship to anyone holding appointive office currently or in the previous 2 years; spouse, father, mother, son, or daughter.   | Yes<br>_____ | No<br>_____ |
| g. | Employment, currently or in the previous 3 years, as or by any registered lobbyist of the State government.  | Yes<br>_____ | No<br>_____ |
| h. | Relationship to anyone who is or was a registered lobbyist in the previous 2 years; spouse, father, mother, son, or daughter.  | Yes<br>_____ | No<br>_____ |
| i. | Compensated employment, currently or in the previous 3 years, by any registered election or re-  | Yes<br>_____ | No<br>_____ |

election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee with either the Secretary of State or the Federal Board of Elections.

- |    |  |              |             |
|----|--|--------------|-------------|
| j. | Relationship to anyone; spouse, father, mother, son, or daughter, who is or was a compensated employee in the last 2 years of any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. | Yes<br>_____ | No<br>_____ |
|----|--|--------------|-------------|

This disclosure is submitted on behalf of

\_\_\_\_\_ (Name of Contractor/Offeror)

Official authorized to sign on behalf of contractor/offeror:

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix C**  
**DISCLOSURES**  
**OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION**

The Treasurer's Procurement Regulations (44 Ill. Adm. Code 1400.5035) require that contractors/offerors desiring to enter into certain contracts with the State of Illinois must disclose the information as specified below.

Contractor/offeror shall disclose the information identified below as a condition of receiving an award or contract.

This requirement is applicable to only those contracts with an annual value exceeding \$10,000.

You must submit this information along with your bid, proposal or offer.

- a. Contractor/offeror shall identify whether it has current contracts (including leases) with other units of State of Illinois government by checking "Yes" \_\_\_\_\_ or "No" \_\_\_\_\_.

If "Yes" is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

- b. Contractor/offeror shall identify whether it has pending contracts (including leases), bids, proposals, or other ongoing procurement relationships with other units of State of Illinois government by checking "Yes" \_\_\_\_\_ or "No" \_\_\_\_\_.

If "Yes" is checked, identify each such relationship by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

This disclosure is submitted on behalf of \_\_\_\_\_  
(Name of Contractor/Offeror)

Official authorized to sign on behalf of contractor/offeror:

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix D  
FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS  
STATEMENT**

Executive Order of the Treasurer 07-01 requires a Vendor desiring to enter into contracts with an aggregate value exceeding \$10,000, to be paid from appropriations or expenditure authority under the sole jurisdiction of the Treasurer, to disclose political contributions made by the Vendor to the Treasurer or to a political committee established to promote the candidacy of the Treasurer.

Vendor shall disclose the information identified below as a condition of receiving an award or contract. **Vendor shall submit a completed disclosure at the time of submittal of the bid, proposal, or offer in a sealed envelope addressed to the attention of David Wells, Executive Inspector General of the Treasurer, 400 West Monroe, Springfield, Illinois 62704. Questions concerning Disclosure Form C may be directed to Executive Inspector General David Wells at (217)557-1972.**

**Definitions:**

**“Affiliated person”** means any person with an ownership interest or distributive share of the bidding entity in excess of 5%, and executive employees of the bidding entity, and the spouse and minor children of any such persons.

**“Affiliated entity”** means any subsidiary of the bidding entity, any member of the same unitary business group or any political committee for which the bidding entity is the sponsoring entity as defined in the Election Code. (See definition of “sponsoring entity” below.)

**“Member of the same unitary business group”** means the same as that term is defined in the Illinois State Income Tax Code, 35 ILCS 5/1501(a)(2).

**“Sponsoring entity”** means (i) any person, political committee, organization, corporation, or association that contributes at least 33% of the total funding of the political committee or (ii) any person or other entity that is registered or is required to register under the Lobbyist Registration Act and contributes at least 33% of the total funding of the political committee.

**“Vendor”** means the bidder or offerer and any “affiliated person” or “affiliated entity” of the bidder or offerer.

**Disclosure:**

**Vendor shall identify any and all persons with an ownership interest or distributive share of the bidding entity in excess of 5%, and any and all executive employees of the bidding entity, and the spouse and minor children of such persons.**

**Vendor shall identify any and all subsidiaries of the bidding entity, and any and all members of the same unitary business group as well as any political committee for which the bidding entity is the sponsoring entity.**

Vendor shall identify whether within the previous two years it made political contributions required to be reported under Article 9 of the Election Code (10 ILCS 5/9) to the Treasurer or to a political committee established to promote the candidacy of the Treasurer by checking  
**YES**  or **NO** .

**If “yes” is checked, identify below each political contribution by listing the recipient of the contribution, the name and address of the contributor, and the dollar amount of the contribution. Attach additional pages as necessary.**

Vendor certifies that the information herein is true and correct. The Undersigned affirms, under penalty of perjury, that he or she is authorized to execute this disclosure on behalf of the Vendor.

Printed Name of Vendor \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

# **Appendix E**

## **Illinois State Treasurer's Investment Policy**

# **Illinois State Treasurer's Investment Policy**

## **1.0 POLICY:**

Under this instrument, the Illinois State Treasurer's Investment Policy ("Policy"), it is the policy of the Treasurer of the State of Illinois ("Treasurer") to invest all funds under his control in a manner that provides the highest investment return using authorized instruments while meeting the State's daily cash flow demands in conformance with all state statutes governing the investment of public funds.

This Policy applies to all investments entered into on or after the adoption of this instrument. Until the expiration of investments made prior to the adoption of this Policy, such investments will continue to be governed by the policies in effect at the time such investments were made.

This policy applies to any investment under the control of the Treasurer for which no other specific investment policy exists.

## **2.0 OBJECTIVE:**

The primary objective in the investment of state funds is to ensure the safety of principal, while managing liquidity to pay the financial obligations of the State, and providing the highest investment return using authorized instruments.

### **2.1 Safety:**

The safety of principal is the foremost objective of the investment program. State investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. To attain this objective, diversification, as defined in Section 8.0 of this Policy, is required to ensure that the Treasurer prudently manages market, interest rate and credit risk.

### **2.2 Liquidity:**

The investment portfolio shall remain sufficiently liquid to enable the State to meet all operating requirements that might be reasonably projected.

### **2.3 Return On Investment:**

The investment portfolio shall be designed to obtain the highest available return, taking into account the Treasurer's investment risk constraints and cash flow needs. The Manager of Banking shall seek to obtain the highest available return using authorized investments during budgetary and economic cycles as mandated in Section 1.0 of this Policy. When the Treasurer deposits funds in support of community development efforts, the rate of return shall include benefits other than direct investment income as authorized by Section 7 of the Deposit of State Moneys Act (15 ILCS 520/7).

The rate of return achieved on the Treasurer's portfolio is measured at regular intervals against relevant industry benchmarks established by the Investment Policy Committee<sup>1</sup>, to determine the effectiveness of investment decisions in meeting investment goals.

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<sup>1</sup> *The Investment Policy Committee is chaired by the Treasurer and includes the following members of the Treasurer's office staff: Chief of Staff, Deputy Treasurer – Programs and Policy, Deputy Treasurer – Chief Fiscal Officer, Manager of Banking, Portfolio Manager, Chief Legal Counsel, Senior Policy Advisor, Cash Management Officer and anyone else deemed appropriate by the Treasurer.*

### **3.0 ETHICS AND CONFLICTS OF INTEREST:**

Authorized investment officers and employees in policy-making positions shall refrain from personal business activity that could conflict, or give the appearance of a conflict with proper execution of the investment program, or that could impair their ability to make impartial investment decisions. Such individuals shall disclose to the Treasurer any material financial interests in financial institutions that conduct business within the State, and they shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals shall subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales.

### **4.0 AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS:**

A list shall be maintained of approved financial institutions, which shall be utilized by authorized investment officers. No state funds may be deposited in any financial institution until receipt of the current ratings under the Community Reinvestment Act of 1977 and investment officers have conducted a safety and soundness review of the financial institution by consulting various bank rating services, unless the financial institution has not yet been rated by the bank rating services, in which case the institution may be eligible for a deposit that at maturity will not exceed \$100,000. The amount and duration of deposits shall be based on the safety and soundness review in accordance with guidelines established by the Investment Policy Committee and the diversification limits set forth in Section 8.0. No public deposit may be made except in a qualified public depository as defined by the Deposit of State Moneys Act (15 ILCS 520).

In addition, a list shall be maintained of approved security broker/dealers selected according to their creditworthiness, and their financial significance in the state, which shall be measured in terms of the location of the broker/dealer's corporate office, the number of full-time employees, the size of its payroll, or the extent that the broker/dealer has an economic presence in the state. The list may include "primary" dealers or regional dealers who qualify under Securities and Exchange Commission Rule 240.15c3-1 (Net Capital Requirements for Brokers or Dealers).

All financial institutions and broker/dealers who want to qualify to bid for investment transactions shall initially, and on a periodic basis upon request, provide to the Treasurer's authorized investment officers the following, where applicable:

- Audited financial statements or a published Statement of Condition;
- Proof of minority/female/disabled broker status;
- A signed copy of the Treasurer's trading authorization;
- Proof of State of Illinois registration;
- Proof of registration with the Securities and Exchange Commission;
- Completed Broker/Dealer Questionnaire;
- Certification of notice and knowledge of this Policy;
- Any other documentation determined necessary by the Treasurer.

An annual review of the financial condition and registration of qualified bidders will be conducted by the Treasurer's authorized investment officers. More frequent reviews may be conducted if warranted.

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To the extent that the Investment Policy Committee deems it advisable to hire external investment consultants, it may do so in accordance with the procurement rules at 44 Ill. Adm. Code 1400.

#### **5.0 AUTHORIZED AND SUITABLE INVESTMENTS:**

The Treasurer has authorized the following types of investments subject to the provisions of the Deposit of State Moneys Act (15 ILCS 520) and the Public Funds Investment Act (30 ILCS 235):

- a)** Securities that are guaranteed by the full faith and credit of the United States as to principal and interest;
- b)** Obligations of agencies and instrumentalities of the United States as originally issued by the agencies and instrumentalities;
- c)** Interest-bearing savings accounts, interest-bearing certificates of deposit, or interest-bearing time deposits of a bank as defined by Section 2 of the Illinois Banking Act (205 ILCS 5/2);
- d)** Interest-bearing accounts or certificates of deposit of any savings and loan association incorporated under the laws of the State of Illinois, any other state, or the United States;
- e)** Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of the State of Illinois or the United States, which maintains its principal office in the State of Illinois;
- f)** Commercial paper of a corporation that is organized in the United States with assets exceeding \$500,000,000 and is rated by two or more standard rating services at a level that is at least as high as the following: A-1 by Standard & Poor's, P-1 by Moody's, F-1 by Fitch, D-1 by Duff & Phelps Credit Rating Company, A1 by IBCA, and TBW-1 by Thompson Bank Watch; and the corporation is not a forbidden entity, as defined in Section 22.6 of the Deposit of State Monies Act (effective Jan. 27, 2006);
- g)** Money market mutual funds registered under the Investment Company Act of 1940 (15 U.S.C.A. § 80a-1 et seq.) and rated at the highest classification of at least one standard rating service;
- h)** The Illinois Funds created under Section 17 of the State Treasurer Act (15 ILCS 505/17);
- i)** Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986 (1 U.S.C.A. § 78o-5); and
- j)** Any agency created by an act of Congress.
- k)** Securities of a foreign government that are guaranteed by the full faith and credit of that government as to principal and interest and rated A or higher by at least two of the standard rating services, but only if the foreign government has not defaulted and has met its payment obligations in a timely manner on all similar obligations for at least 25 years prior to the time of acquiring those obligations.
- l)** Investments made in accordance with the Technology Development Act (30 ILCS 265/1 et seq.).
- m)** Suitable securities in the Treasurer's portfolio may be lent in accordance with Federal Financial Institution Examination Council guidelines and an investment policy created for the governance of Securities Lending.

## **6.0 INVESTMENTS RESTRICTIONS:**

- a)** Any investments not authorized by this or any other investment policy or applicable law of the office are prohibited.
- b)** Repurchase agreements may only be executed with approved financial institutions or broker/dealers meeting the Treasurer's standards, which include mutual execution of a Master Repurchase Agreement adopted by the Treasurer.
- c)** Investments may not be made in any savings and loan association unless a commitment by the savings and loan association, executed by the president or chief executive officer of that association, is submitted in the form required by Section 22.5 of the Deposit of State Moneys Act (15 ILCS 520/22.5).
- d)** Any investments prohibited by Section 22.6 of the Deposit of State Monies Act.

## **7.0 COLLATERALIZATION:**

All State deposits, repurchase agreements and securities lending shall be secured as required by the Treasurer<sup>2</sup> and provided for by the Deposit of State Moneys Act (15 ILCS 520) and the Treasurer's Acceptable Collateral Listing, which may change from time to time. The Treasurer may take possession and title to any securities held as collateral and hold such securities until it is prudent to dispose of them.

## **8.0 DIVERSIFICATION:**

The investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer or a specific class of securities. In order to properly manage any risk attendant to the investment of state assets, the portfolio shall not deviate from the following diversification guidelines unless specifically authorized by the Treasurer in writing:

- a)** The Treasurer shall seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers and broker/dealers;
- b)** The investment portfolio shall not hold time deposits and/or term repurchase agreements that constitute more than 15% of any single financial institution's total deposits. Any deposits and/or repurchase agreements that constitute more than 10% of an institution's total deposits must qualify as community development deposits described in Section 7 of the Deposit of State Moneys Act (15 ILCS 520/7).
- c)** No financial institution shall at any time hold more than \$100,000,000 of time deposits and/or term repurchase agreements other than community development deposits described in Section 7 of the Deposit of State Moneys Act (15 ILCS 520/7). Provided, however, that:
  - i.** Financial institutions that, as a result of a merger or acquisition, hold deposits that exceed \$100,000,000.00 may continue to be eligible to hold deposits that do not exceed the amount of deposits held on the date of the merger or acquisition.
- d)** The investment portfolio shall not contain investments that exceed the following diversification limits that apply to the total assets in the portfolio at the time of the origination

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<sup>2</sup> *The Treasurer maintains a list of acceptable collateral.*

or purchase, as monitored on a daily basis and as maturity of instruments occur, and as adjusted as appropriate:

- i.** With the exception of cash equivalents, treasury securities and time deposits, as defined in Section 5.0 of this Policy, no more than 35% of the portfolio shall be invested in other investment categories,
- ii.** No more than one-third of the investment portfolio shall be invested in commercial paper,
- iii.** As much as 40% of the portfolio may be invested in time deposits when required by the cash flow of the State,
- iv.** No more than ½ of 1% of the investment portfolio shall be invested in Foreign Government Securities, not to exceed a five year maturity, as defined in Section 5.0(k) of this Policy,
- v.** No more than 10% of the investment portfolio shall be allocated to investments with a 2-4 year maturity band,
- vi.** No more than 10% of the investment portfolio shall be allocated to investments with a 4-5 year maturity band (not including Foreign Government Securities).
- vii.** There shall be no limit to the amount of investment portfolio allocated to investments with a 0-2 year maturity band.

#### **9.0 CUSTODY AND SAFEKEEPING:**

The custody and safekeeping of collateral will be handled by Illinois financial institutions selected in compliance with the Treasurer's office procurement rules at 44 Ill. Adm. Code 1400. Financial institutions selected by the Treasurer's office to perform custody and safekeeping services will be required to enter into a contractual agreement approved by the Chief Legal Counsel.

All security transactions entered into by the Treasurer shall be conducted on a delivery-versus- payment (DVP) or receipt-versus-payment (RVP) basis. Securities shall be held by a safekeeping agent designated by the Treasurer, and evidenced by safekeeping receipts.

#### **10.0 INTERNAL CONTROLS:**

The Treasurer, as the Chief Investment Officer and with the assistance of the Investment Policy Committee, shall establish a system of internal controls and written operational procedures that shall be documented and filed with Treasurer's Chief Internal Auditor for review. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by authorized investment officers.

**a) Asset Allocation:** The allocation of assets within investment categories authorized under Section 5.0 of this Policy shall be approved by the Treasurer in writing.

**b) Competitive Bidding:** Authorized investment officers shall obtain competitive bids from at least three (3) broker/dealers prior to executing the purchase or sale of any authorized

investments. Reverse inquiry investments and investments of a new issue at issue are exempt from this provision.

Certificates of deposit shall be purchased by authorized investment officers on the basis of a qualified financial institution's ability to pay a required rate of interest to the Treasurer, which is established on a daily basis. Such rate is generally determined on the basis of treasury or other appropriate market rates for a comparable term.

#### **11.0 LIMITATION OF LIABILITY:**

The standard of prudence to be used by authorized investment officers shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Authorized investment officers acting in accordance with written procedures and this Policy and exercising due diligence will be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and necessary action is taken to control adverse developments.

#### **12.0 REPORTING:**

Monthly reports are presented by the Deputy Treasurer - Chief Fiscal Officer to the Investment Policy Committee, chaired by the Treasurer, for its review. The monthly report shall contain sufficient information to enable the Investment Policy Committee to review the investment portfolio, its effectiveness in meeting the needs of the Treasurer's office for safety, liquidity, rate of return, and diversification, and the general performance of the portfolio. The following information shall be included in the monthly reports:

- a) The total amount of funds held by the State Treasurer;
- b) The asset allocation for the investments made by the State Treasurer;
- c) The benchmarks established by the State Treasurer;
- d) Current and historic return information;
- e) A detailed listing of the time deposit balances, including for each deposit, the name of the financial institution and the deposit rate;
- f) Any circumstances resulting in a deviation from the standards established in Section 9.0 of this Policy;
- g) Impact of any material change in investment policy adopted during the month.

The Treasurer shall develop performance reports in compliance with established industry reporting standards within six (6) months following the adoption of this Investment Policy. Such reporting standards shall be in accordance with Generally Accepted Accounting Principles ("GAAP").

The Treasurer reserves the right to amend this Policy at any time.

#### **13.0 EXTERNAL ADVISORY COMMITTEE**

The Investment Policy Committee may convene an External Advisory Committee at the pleasure of the Treasurer to provide independent advice and counsel to the Treasurer and the

Internal Committee on investment policy, investments and investment related issues for the benefit of all Illinois citizens.

The External Committee may consist of nine (9) total members. Four (4) members shall be duly elected members of the Illinois General Assembly and shall be represented as follows: one (1) External Committee member shall be from Illinois Senate majority caucus; one (1) External Committee member shall be from Illinois Senate minority caucus; one (1) External Committee member shall be from Illinois House majority caucus; and one (1) External Committee member shall be from Illinois House minority caucus. Five (5) External Committee members shall be independent advisors that the Treasurer and the Internal Committee choose as representative of the public and private sectors.

#### **14.0 EMERGENCY POWERS**

In the event of an emergency, the Treasurer may, at his or her discretion, invoke emergency powers and suspend any or all of the provisions of this policy provided that:

- a)** The Treasurer shall, even in the event that emergency powers are invoked, comply with all state statutes governing the use and investment of state monies including, but not limited to, the State Treasurer Act, the Treasurer as Custodian of Funds Act, the Deposit of State Moneys Act, the Securities Safekeeping Act, and any other applicable statute;
- b)** The Treasurer reasonably believes that deviating from the Investment Policy is in the best interest of the taxpayers;
- c)** Within 30 days of invoking emergency powers the Treasurer shall provide an explanation in writing to the Chief Internal Auditor and the Investment Policy Committee, a copy of which shall be posted on the Treasurer's website that includes:
  - i)** The date and time that the emergency powers were invoked;
  - ii)** The date and time that emergency powers were repealed;
  - iii)** The section or sections of the Investment Policy that were affected by the emergency or use of emergency powers; and
  - iv)** The reason for deviating from the written investment policy.

# **Appendix F**

## **Collateral Agreement**

## COLLATERAL AGREEMENT

This Collateral Agreement (“Agreement”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between \_\_\_\_\_ (“Depository”) and the Office of the Honorable Alexi Giannoulias, Treasurer of the State of Illinois (“Treasurer”), to collateralize deposit funds of the State of Illinois (the deposit and all interest earned thereon are hereinafter referred to as the “Deposit[s]”) in accordance with the terms and conditions contained in the Deposit Agreement (“Deposit Agreement”), made by and between Treasurer and Depository.

Depository agrees, for the purpose of collateralizing Deposits in excess of the deposit insurance limitations applicable to Treasurer as “public unit accounts” as provided in 12 CFR Part 330, as may be amended from time to time, to pledge “financial assets” (as defined in Section 8-102(a)(9) of the Illinois Uniform Commercial Code, as amended from time to time (the “UCC”)) with a market value equal to the percentage requirements as set forth in Treasurer’s “List of Financial Assets Qualified for Collateral to Secure Deposits and Repurchase Agreements,” attached hereto as Exhibit A, in current form or as hereafter amended. The financial assets shall be marked to market and adjusted, if necessary, to the appropriate level on a weekly basis.

Depository agrees unconditionally and irrevocably that any and all financial assets now or at any time held or hereafter pledged by Depository, be held by Treasurer’s designated “securities intermediary” (as defined in Section 8-102(a)(14) of the UCC).

For valuable consideration, the receipt and sufficiency of which is hereby irrevocably acknowledged, Depository hereby pledges, transfers, delivers and grants to Treasurer a security interest in and assigns to Treasurer, all of Depository’s rights, title and interest in and to the financial assets delivered to Treasurer’s securities intermediary, together with all interest and proceeds of such financial assets, all substitutions therefore and all additions thereto as collateral security for the repayment of the Deposits.

Depository represents and warrants that the ownership of the financial assets to be pledged by Depository is exclusive and absolute; that such financial assets were purchased by Depository in good faith; and such financial assets are genuine and held free and clear of any liens, security interests, safekeeping or other charges, demands or other claims.

If Treasurer, in his sole discretion, determines that the value of the financial assets are insufficient to secure repayment of the Deposits, or if any of the statutory requirements of the Deposit of State Moneys Act, 15 ILCS 520/11 and 11.1, are not satisfied, then Treasurer may require Depository to pledge additional financial assets of such kind and value in order to satisfy any statutory requirements. Depository shall upon demand by Treasurer, pledge, transfer and deliver such further financial assets to Treasurer’s securities intermediary. If Depository fails to pledge such additional financial assets or such additional financial assets shall be unsatisfactory to secure the Deposits, Treasurer, in his sole discretion, may declare such Deposits and interest earned thereon, or any part thereof, to become immediately due and payable, notwithstanding any agreement to the contrary.

The term: “Event of Default” means the occurrence of any one or more of the following:

- a. any default, failure or breach in the observance or performance by Depository of any of its obligation, duties or requirements hereunder or under the Deposit Agreement;
- b. any representation or warranty of Depository made herein be incorrect or untrue as of the date hereof or any date hereafter;
- c. any default, failure, or refusal to pay to Treasurer any Deposit and all interest earned thereon, in full, or any part thereof when due and payable to the Treasurer; or
- d. any failure or suspension of active operations of Depository, including but not limited to insolvency, bankruptcy or unsatisfactory financial or safety and soundness conditions.

Upon the occurrence of an Event of Default, Treasurer may, at Treasurer's option and sole discretion, take any or all of the following actions:

- a. without further notice to Depository, Treasurer may sell or otherwise dispose of any or all of the financial assets; provided that with respect to an Event of Default described in Paragraphs 6(a) or 6(b) hereof, Treasurer agrees to provide Depository with twenty-four (24) hours prior notice of sale or other disposition; and
- b. without further notice to Depository, Treasurer may exercise any and all rights and remedies afforded to Treasurer under the UCC, the Deposit of State Moneys Act, and any and all other applicable provisions of law or equity; provided that with respect to an Event of Default described in Paragraphs 6(a) or 6(b) hereof, Treasurer agrees to provide Depository with twenty-four (24) hours prior notice of any such exercise of such rights and remedies.

The net proceeds of any amounts collected by virtue of the exercise by Treasurer of any of the remedies set forth herein may be applied, at the option of Treasurer, to payment of all attorney fees, charges, costs and expenses relating to the exercise of said remedies, the Deposits, interest earned on the Deposits, then to payment of Depository, if applicable. In the event that the proceeds from the sale of said financial assets are insufficient to repay all of such Deposits, interest thereon, attorney fees, costs and expenses, Depository agrees to pay to Treasurer any deficiency with interest thereon from the date of sale or disposal of the financial assets.

Upon the occurrence of an event of Default, Depository hereby agrees to be bound by the foregoing affirmations, acknowledgements, admissions and waivers, and further agrees and consents to the admission of any or all of such affirmations, acknowledgments, admissions and waivers in any judicial proceeding in connection with such Deposits.

If Treasurer and Depository mutually agree that the amount of the financial assets pledged exceeds the amount which would be sufficient to secure repayment of the Deposits, Treasurer shall at the request of Depository, return such excess financial assets to Depository.

This Agreement shall be continuing and binding upon the undersigned Depository, its successors and assigns, and shall inure to the benefit of Treasurer and Treasurer's securities intermediary, and each of their respective successors and assigns.

Depository agrees that it will comply with all federal and state laws and regulations now or hereinafter in effect and with the Deposit of State Moneys Act, and with all administrative rules prescribed by Treasurer.

Depository agrees that all of the foregoing statements and any statements contained in documents executed pursuant to this Agreement, are made to induce Treasurer to deposit funds in Depository with the knowledge that Treasurer will rely on these statements.

This Agreement is made pursuant to due authorization by the Board of Directors of said Depository.

All notices, demands, consents or other communications hereunder shall be in writing, and shall be deemed effective when delivered personally, or sent by telegraph or telecopy, or three (3) business days after being sent by registered or certified mail, postage prepaid, return receipt requested, at the addresses specified below, or at such other addresses or to such other parties as may be specified in writing by the parties hereto:

**TREASURER:**

State Treasurer  
219 State House  
Springfield, Illinois 62706  
Attn: Rhonda Poeschel  
Manager of Banking

**DEPOSITORY:**

**IN WITNESS WHEREOF**, Treasurer and Depository have executed this Collateral Agreement as of the date first written above.

**ALEXI GIANNOULIAS, TREASURER  
OF THE STATE OF ILLINOIS**

By: \_\_\_\_\_  
Alexi Giannoulis, Treasurer of the  
State of Illinois

**DEPOSITORY:**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

## Exhibit A

### To Collateral Agreement

#### List of Financial Assets Qualified for Collateral to Secure Deposits and Repurchase Agreements

Financial institutions receiving state and Illinois Funds deposits or repurchase agreements may collateralize from the following list of instruments, subject to the discretion of the Treasurer. Particular securities may be unacceptable due to the administrative difficulties in pricing

Please note the special pledging requirements for Illinois Funds time deposits are designated by \*\*\*. These are the **ONLY** types of collateral acceptable for Illinois Funds time deposits other than mortgage backed securities under the designated security type. At no time will mortgage backed securities (MBS's) be acceptable for Illinois Funds time deposits.

Please note that any security including a floating, variable, inverse, structured, or step-up feature is unacceptable.

#### **Repurchase Agreements – 102%**

Government Securities having the meaning set out in the Government Securities Act of 1986 which include but are not limited to:

Direct Obligations of the United State Government (Bills, Notes and Bonds); and Certain non-mortgage backed Securities issued by the Federal Home Loan Corporation, Federal National Mortgage Association, Government National Mortgage Association, Student Loan Marketing Association, Financing Corporation, Commodity Credit Corporation, Export-Import Bank, Farm Credit System, Federal Home Loan Bank Board, Federal Home Loan Banks, Tennessee Valley Authority and The U.S. Postal Service.

#### **Time Deposits**

##### **\*\*\*U.S. Treasury Obligations – 105%**

Direct Obligations of the United States Government (Bills, Bonds and Notes)

##### **\*\*\*U.S. Agency Obligations – 105% / MBS – 110%**

Agency for International Development (AID)  
Federal Housing Administration (FHA)  
General Services Administration (GSA)  
Government National Mortgage Association (GNMA)  
Private Export Funding Corporation  
Small Business Administration (SBA) Debentures (non-amortizing)  
Tennessee Valley Authority (TVA) Notes and Bonds

**\*\*\*U.S. Instrumentality Securities & Obligations – 105% / MBS – 110%**

Federal Farm Credit System  
Federal Credit Consolidated Systemwide Discount Notes  
Farmers Home Administration (FmHA) Insured Notes (non-amortizing)  
Federal Farm Credit Bank (FFCB) Consolidated Systemwide Bonds  
    Federal Intermediate Credit Banks  
    Banks for Cooperatives  
    Federal Land Banks  
Federal Home Loan Banks (FHLB) Consolidated Notes and Bonds  
Federal Home Loan Mortgage Corporation (FHLMC)  
Federal National Mortgage Association (FNMA)  
Financing Corporation Bonds (FICO)  
Resolution Funding Corporation (REFCORP)  
Student Loan Marketing Association (SLMA) Notes  
U.S. Postal Service Bonds and Notes(No Bonds issued recently or currently outstanding)

**Obligations of the State and its Agencies rated “A” or better by Moody’s unless otherwise noted – 105%**

General Obligations of the State of Illinois  
Revenue bonds of the State of Illinois or any authority, board, commission, or similar agency thereof  
Illinois Building Authority Notes or Bonds  
Illinois Environmental Facilities Financing Authority Pollution Control Revenue Bonds (if they are guaranteed by the U.S. Small Business Administration and if that guarantee is full faith and credit obligation of the United States)  
Illinois Housing Development Authority (IHDA) Bonds  
Illinois State Scholarship Bonds  
Illinois Toll Highway Authority Bonds  
Public Housing Authority Bonds or Notes  
Bonds issued by State of Illinois Colleges or Universities

**Local and Municipal Obligations rated “A” or better by Moody’s unless otherwise noted – 105%**

Chicago School Finance Authority Bonds  
General Obligation Municipal Bonds (including school districts) within the State of Illinois rated Mig 1 or 2 by Moody’s  
Public Building Commission Bonds  
Revenue and Special Obligation Bonds of Illinois Municipalities which are payable from an escrow consisting of direct U.S. Government Obligations and which are rated “AAA” by Moody’s

**MBIA Certificates (issued by the Municipal Bond Investors Assurance Corporation), Letters of Credit (issued by Federal Home Loan Bank (FHLB)), and Share Certificates (issued by credit unions) – 102%**

**As of 4/2008**

# **Appendix G**

## **Cost Structure**

**Appendix G Pricing Proposal**

<u>Description</u>	<u>TMA Code</u>	<u>Unit</u>	<u>Average Monthly Volume</u>	<u>Proposed Item Cost</u>	<u>Total Proposed Per Item Cost</u>
Uncollected Overdraft Surcharge	00-0013	Occurrence			
Overdraft Interest Fees	00-0211	Occurrence			
Charge for Overdraft	00-0212	Occurrence			
FDIC	00-0230	Variable/Pass Through			
Earnings Credit Adjustment	00-0241	Variable/Pass Through			
DDA Maintenance	01-0000	Account	1		
Debits Posted	01-0100	Item	4		
ACH Settlement Debit	01-0100	Batch			
Credits Posted	01-0101	Item			
ACH Settlement Credit	01-0101	Batch	65		
DDA Statement Internet	01-0337	Monthly	1		
Account Analysis Automated Internet	01-0407	Account	1		
Account Analysis 822 Internet	01-0447	Monthly	1		
Audit Confirmation	01-0630	Item			
ACH Maintenance	25-0000	Account	1		
ACH Debit Originated	25-0100	Item	133,531		
ACH Credits Originated	25-0101	Item			
ACH Addenda Originated	25-0120	Item	158,232		
ACH Debit Prenotes Originated	25-0130	Item			
ACH Network Fee Credit	25-0140	Item			
ACH Network Fee Debit	25-0140	Item	132,459		
ACH Premium Cycle Surcharge	25-0140	Item	31,297		
ACH Debits Received	25-0200	Item			
ACH Credits Received	25-0201	Item	37		
ACH Addenda Received	25-0220	Item			
ACH Return Item Debit	25-0300	Item			
ACH Return Item Credit	25-0301	Item			
ACH Redeposit	25-0310	Item			
ACH Return Item Dishonored	25-0311	Item			
ACH Return Item Unauthorized	25-0312	Item			
ACH Return Item Notification	25-0400	Item	862		
ACH Return Transmission	25-0402	Item			
ACH Except Processing-Item Modification	25-0610	Item			
ACH Except Processing-Batch Modification	25-0611	Batch			
ACH Except Processing-File Modification	25-0612	File			
ACH Except Processing-Item Deletion	25-0620	Item			
ACH Except Processing-Batch Deletion	25-0621	Batch			
ACH Except Processing-File Deletion	25-0622	File			
ACH Except Processing-Item Reject	25-0630	Item	16		
ACH Except Processing-Batch Reject	25-0631	Batch			
ACH Except Processing-File Reject	25-0632	File			
ACH Except Processing-Item Reversal	25-0640	Item			
ACH Except Processing-Batch Reversal	25-0641	Batch			
ACH Except Processing-File Reversal	25-0642	File			
Debit Authorization Return	25-1050	Monthly	1		
Debit Authorization Return	25-1050	Item			

**Appendix G Pricing Proposal**

<u>Description</u>	<u>TMA Code</u>	<u>Unit</u>	<u>Average Monthly Volume</u>	<u>Proposed Item Cost</u>	<u>Total Proposed Per Item Cost</u>
ACH Account Block	25-1052	Monthly	1		
Debit Authorization Exception	25-1053	Item	1		
ACH Account Filters	25-1056	Account	1		
Special ACH Services-Notification of Change-Auto	25-1070	Item	617		
Special ACH Services-Notification of Change-Manual	25-1071	Item			
Tax Payer Debit Initiator Vendor	26-0610	Monthly Pass Through	See below		
EDI Origination Transmission-Direct	30-0100	Daily	39		
EDI Origination Translation-ANSI	30-0110	Item	96,443		
EDI Data Transfer Origination	30-0110	Item	21,013		
EDI Receiving Transmission-Direct	30-0200	Daily	17		
EDI Receiving Translation	30-0210	Item	24,346		
Cash Application 823 File	30-0223	Item	203,679		
EDI Special Programming	30-0300	Pre-Approved			
Custom Reporting 864 Report File	30-9999	Monthly	1		
Funds Transfer System Maintenance	35-0000	Monthly	1		
Wire Transfer-Out Rep Terminal	35-0100	Item	23		
Wire Transfer-Out Non-Rep. Terminal	35-0104	Item			
Outgoing Book Transfer	35-0123	Item			
Wire Transfer Out-Rep Telephonic	35-0200	Item			
Wire Transfer Out-Non-Rep. Telephonic	35-0202	Item			
Wire Transfer-In	35-0300	Item	21		
Incoming Book Transfer	35-0320	Item	2		
Internet Previous Day Maintenance	40-0050	Monthly	1		
Internet Current Day Maintenance	40-0053	Monthly	1		
Internet Previous Day Summary	40-0270	Account	1		
Internet Previous Day Detail	40-0271	Item			
Internet Current Day Summary	40-0273	Account	1		
Internet Current Day Detail	40-0274	Item			
Internet History	40-0341	Account	1		
Automatic Investment Maintenance	45-0020	Account			
Miscellaneous	99-0000	Pre-Approved			
<b><i>INITIATION OF DEBITS BY TAXPAYERS</i></b>					
Data Input-Voice		Minute	563		
Data Input/Output Voice		Item			
Cancellation-Voice		Minute	150		
Inquiry Voice		Minute	412		
Data Input ARU		Minute	63,128		
Data Input ARU		Item			
Location Storage		Item	53,894		
Location Add		Item	300		
Location Change		Item	137		
Location Delete		Item			
PC Deposit		Item	423		
ARU Abandoned		Minute	311		

Appendix G Pricing Proposal

<u>Description</u>	<u>TMA Code</u>	<u>Unit</u>	<u>Average Monthly Volume</u>	<u>Proposed Item Cost</u>	<u>Total Proposed Per Item Cost</u>
ARU Rollover		Minute	3,321		
ACH Debit		Item	24,577		
<b>Total Average Monthly Cost</b>					<b>\$0.00</b>

# **Appendix H**

**I.D.O.R. Specifications, as follows:**

**H1 – EFT 11 Worksheet**

**H2 – EFT 10 Phone Script**

**H3 – EFT Specifications**

**H3A – Section IV – File Layouts**

# **Appendix H1**

## **EFT 11 Worksheet**



# EFT Tax Forms, Tax Type Codes, and Tax Liability Period Ending Dates Chart

## Section 1: Tax return payments (payments only)

**Note** Making a payment through EFT **does not** eliminate your requirement to file your return.

<i>Form number</i>	<i>Tax return for which you are paying tax due</i>	<i>Taxpayer ID</i>	<i>Tax type code</i>	<i>Last day of tax liability period</i>
ART-1	Automobile Renting Occupation and Use Tax Return	IBT no.	04730	Last day of month or year
CMFT-1	County Motor Fuel Tax Return	IBT no.	056	Last day of month, quarter, or year
ICT-4	Electricity Distribution and Invested Capital Tax Return	IBT no.	15041	Last day of year
IL-941	Illinois Quarterly Withholding Income Tax Return	FEIN plus 4	01141	Last day of quarter or year
PST-1	Prepaid Sales Tax Return	IBT no.	0421	Last day of month
RG-1	Gas Revenue Tax Return	IBT no.	15011	Last day of month, quarter, or year
RHM-1	Hotel Operators' Occupation Tax Return	IBT no.	074	Last day of month or year
RL-26	Liquor Revenue Return	IBT no.	06010	Last day of month
RL-26-A	Liquor Revenue Airline Return	IBT no.	06020	Last day of month
RPU-13	Electricity Excise Tax Return	IBT no.	15021	Last day of month, quarter, or year
RT-10	Telecommunications Infrastructure Maintenance Fees Return	IBT no.	15051	Last day of month or quarter
RT-2	Telecommunications Tax Return	IBT no.	15031	Last day of month, quarter, or year
ST-1	Sales and Use Tax Return	IBT no.	0411	Last day of month, quarter, or year
ST-4	Metropolitan Pier and Exposition Authority (MPEA) Food and Beverage Tax Return	IBT no.	04230	Last day of month, quarter, or year
ST-14	Chicago Home Rule Municipal Soft Drink Retailers' Occupation Tax Return	IBT no.	076	Last day of month, quarter, or year
TP-1	Tobacco Products Tax Return	IBT no.	073	Last day of month

## Section 2: Estimated or quarter-monthly voucher payments

**Note** Do not mail payment voucher forms, including extension vouchers.

<i>Form number</i>	<i>Voucher for which you are making an estimated or quarter-monthly tax payment</i>	<i>Taxpayer ID</i>	<i>Tax type code</i>	<i>Last day of tax liability period</i>
ICT-1	Electricity Distribution and Invested Capital Tax Estimated Payment	IBT no.	15042	Last day of year
IL-1023-CES	Composite Estimated Tax Payments for Partners and Shareholders	FEIN plus 4	021	Last day of year
IL-1040-ES	Estimated Income Tax Payments for Individuals	SSN	012	Last day of year
IL-1120-ES	Estimated Income and Replacement Tax Payments for Corporations	FEIN plus 4	021	Last day of year
IL-501	Illinois Withholding Income Tax Payment (employers)	FEIN plus 4	0112	Last day of quarter
IL-505-B	Automatic Extension Payment (business)	FEIN plus 4	0231	Last day of year
IL-505-I	Automatic Extension Payment (individual)	SSN	014	Last day of year
PST-3	Prepaid Sales Tax Quarter-monthly Payment	IBT no.	0422	Last day of month
RPU-50	Public Utility Quarter-monthly Payment (gas)	IBT no.	15012	Last day of month
RPU-50	Public Utility Quarter-monthly Payment (telecom.)	IBT no.	15032	Last day of month
RPU-50	Public Utility Quarter-monthly Payment (electric)	IBT no.	15022	Last day of month
RR-3	Sales and Use Tax Quarter-monthly Tax Payment	IBT no.	0412	Last day of month

## **Appendix H2**

### **EFT 10 Phone Script**



# EFT-10 Electronic Funds Transfer Payment System Phone Script (Audio Response)



For your payment to be received on time, you must complete your call no later than **3:30 p.m. Central Standard Time\*** on or before the last business banking day before the due date.

\*11:30 a.m. Hawaii; 12:30 p.m. Alaska; 1:30 p.m. Pacific Time; 2:30 p.m. Mountain Time; 4:30 p.m. Eastern Time; 5:30 p.m. Atlantic Time



Call **1 888 453-6789** to use the Electronic Funds Transfer Payment System. Calls can be placed 24 hours per day, 365 days per year. Do **not** call the Illinois Department of Revenue to make your payment.

**Note:** Before you call, complete Form EFT-11, Electronic Funds Transfer Payment System Worksheet.

**1** You dial **1 888 453-6789**.

**System responds**

*"Welcome to the Illinois Electronic Funds Transfer Audio Response Payment System. If you have a touch-tone phone, press one now."*

**You press**

**1** if you are calling from a touch-tone phone. (If not, stay on the line. Go to Page 2 — operator assisted)

**System responds**

*"To expedite your call, press the pound sign after each entry. If you make a mistake, press the star key."*

**System prompts**

**2** *"Please enter your Illinois EFT identification number."*

**You enter**

your nine-digit FEIN, three-digit sequence number, one-number check digit, then press **#**.

*Or, enter*

your eight-digit IBT number, then press **#**.

*Or, enter*

your nine-digit SSN, then press **#**.

**System prompts**

**3** *"Enter your password." (First time callers see "password" on Form EFT-11 worksheet.)*

**You enter**

your password, then press **#**.

**System prompts**

**4** *"Enter your three-to-five digit tax type code."*

**You enter**

your three-to-five digit tax type code, then press **#**.

**System prompts**

**5** *"To make a payment, press one. To cancel or inquire about a payment, press two. To change your password, press three."*

**You press**

**1 #** to make a payment.

*Or, press*

**2 #** to cancel or inquire about a payment. (Go to Page 2 — operator-assisted)

*Or, press*

**3 #** to change your password. (The system will tell you what information to enter.)

**If you pressed 1, system prompts**

**6** *"Enter your tax period end date."*

**You enter**

your tax period end date in MMDDYY format, then press **#**.

**System prompts**

**7** *"Enter your tax payment amount in dollars and cents."*

**You enter**

the amount of your payment in dollars and cents, then press **#**.

**System prompts**

**8** *"You have entered: Tax type code (says number); tax period end date (says date in MMDDYY format); payment amount (says amount). To accept, press one. To correct and reenter, press two. To void and exit, press three."*

**You press**

**1 #** to accept.

*Or, press*

**2 #** to correct and reenter.

*Or, press*

**3 #** to void the transaction and start over.

**System prompts**

**9** *"Enter the date you want your bank account to be debited."*

**You enter**

the date you want your bank account to be debited in MMDDYY format, then press **#**.

**If you pressed 1, system prompts**

**10** *"Payment accepted. Your confirmation number is (says number). Repeating, your confirmation number is (says number)."*

**You write**

your confirmation number on Form EFT-11 (worksheet).

**System prompts**

**11** *"To disconnect, hang up. To perform additional functions, press two."*

**You**

hang up to disconnect.

*Or, press*

**2 #** to perform additional functions. The system will take you back to Step 2.



# EFT-10 Electronic Funds Transfer Payment System Phone Script (Operator-Assisted)

If you are on a rotary phone or you pressed 2 in Step 5 on Page 1, operator responds,

1 "Welcome to the Illinois Electronic Funds Transfer System. This is (says operator ID). May I have your Illinois EFT ID?"

You tell the operator your Illinois EFT identification number from your EFT-11 worksheet.

Operator responds, 2 "What is your password?"

You tell the operator your password.

Operator responds, 3 "What is your three-to-five digit tax type code?"

You tell the operator your tax type code.

Operator responds, 4 "Will this be a payment, cancellation, inquiry, or password change?"

You tell the operator which option you want.

## Payment

If you are making a payment, the operator will follow the script on Page 1, beginning with Step 6.

## Cancellation

If you are cancelling a payment, the operator will use this script.

Operator responds, 5 "What is the confirmation number of the payment you wish to cancel?"

You tell the operator the confirmation number.  
(Your confirmation number allows the operator to have access to the transaction information stored on the system.)

Operator responds, 6 (First, the operator will repeat all transaction information, including the payment amount, for the confirmation number you provide.) "Is this the payment you wish to cancel?"

You respond "Yes," if that is the payment you want to cancel.

Or "No," if that is not the correct payment — operator will verify the confirmation number.

Operator responds, 7 "Are you certain you wish to cancel this payment?"

You respond "Yes."

Operator responds, 8 "Your payment has been cancelled. Is there anything else I can help you with?"

## Password Change

If you are changing your password, the operator will use this script.

Operator responds, 5 "May I have your new password?"

You tell the operator your new password (must be four numeric characters).

Operator responds, 6 "Please repeat it a second time for verification."

You repeat your new password.

Operator responds, 7 "Your new password has been accepted. Please make a note of it for future use. Is there anything else I can help you with?"

## Inquiry

The time during which you may inquire about a payment transaction is limited.

Operators can provide information about a payment transaction from the date you complete your call until seven days after the date your payment is due. After that time, operators will refer you to the Department of Revenue.

If you have trouble making your payment with the payment center, please call us at 1 800 732-8866 or 217 782-3336; or call the TDD - telecommunications device for the deaf at 1 800 544-5304.

# **Appendix H3**

## **EFT Specifications**

# **EFT SPECIFICATIONS**

**2009**

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## **SECTION I**

Introduction

## INTRODUCTION

Beginning October 1, 1993, the Illinois Department of Revenue's voluntary Electronic Funds Transfer (EFT) Program became mandatory for Illinois taxpayers with the largest tax liabilities. Since then, the program has grown with the lowering of the thresholds and the increase in the voluntary program. Currently, if a taxpayer's tax liability is \$200,000 or more annually, they are legally required to make their tax payments through EFT.

The Illinois Department of Revenue (IDOR) EFT program initially accepted ACH credits and allowed taxpayers to authorize ACH debits via a toll-free number utilizing operator assisted entry. The toll-free number is now an Interactive Voice Response (IVR) system, with operator assistance available for administrative functions only. Also the Department also initiates ACH debits that have been authorized through its own web site and from other entities.

In Fiscal Year 2009 IDOR received over 4.4 million ACH payments totaling over \$21.5 billion. Currently the Department has over 98,000 businesses and individuals signed up to make ACH payments. These registrations are for 43% debits and 57% credits. Taxpayers authorizing ACH debits through IDOR's web site need not to be registered with the Department. In Fiscal Year 2009 IDOR received approximately 800,000 ACH Debit authorizations through the IVR system.

### **Accepted EFT tax applications**

Amnesty	Tax Amnesty Payment
ART-1	Automobile Renting Occupation and Use Tax Payment
CMFT-1	County Motor Fuel Tax Payment
ICT-1	Electricity Distribution and Invested Capital Tax Estimated Payment
ICT-4	Electricity Distribution and Invested Capital Tax Return Payment
IFTA	International Fuel Tax Agreement Payment
IL-501	Employer's Illinois Withholding Tax Payment
IL-505-B	Business Income Tax Extension Payment
IL-505-I	Individual Income Tax Extension Payment
IL-941	Quarterly Withholding Income Tax Return Payment
IL-990-T	Exempt Organization Income and Replacement Tax Return Payment
IL-1023-C	Composite Income and Replacement Tax Return Payment
IL-1023-CES	Composite Income and Replacement Tax Estimated Payment
IL-1040	Individual Income Tax Payment
IL-1040-ES	Estimated Individual Income Tax Payment

IL-1041	Fiduciary Income and Replacement Tax Return Payment
IL-1065	Partnership Replacement Tax Return Payment
IL-1120	Corporation Income and Replacement Tax Return Payment
IL-1120-ES	Estimated Income and Replacement Tax Payment for Corporations
IL-1120-ST	Small Business Corporation Replacement Tax Return Payment
Misc.	Payment Agreement Monitoring System Payment - GenTax
Misc.	Payment Agreement Monitoring System Payment - PAMS
MFUT	Motor Fuel Use Tax Single Trip Permit Payment
PST-1	Prepaid Sales Tax Return Payment
PST-3	Accelerated Prepaid Sales Tax Payment
RC-1-A	Cigarette Tax Stamp Order – Invoice Payment
RCOA-1	Coin-Operated Amusement Device Tax
RG-1	Gas Tax Return Payment
RG-6	Assistance Charges Return for Natural Gas Distributors Payment
RHM-1	Hotel Operators' Occupation Tax Return Payment
RHSPS	Rental Housing Support Program Surcharge Payment
RL-26	Liquor Revenue Return Payment
RL-26A	Liquor Revenue Airline Return Payment
RL-26W	Liquor Direct Wine Shipper Return Payment
RLG-14	Order – Invoice for Real Estate Transfer Tax Stamps Payment
RPU-6	Assistance Charges Return for Electricity Distributors Payment
RPU-13	Electricity Excise Tax Payment
RPU-50	Public Utilities Quarter-Monthly Payment - Electricity
RPU-50	Public Utilities Quarter-Monthly Payment - Gas
RPU-50	Public Utilities Quarter-Monthly Payment - Telecom
RR-3	Accelerated Sales and Use Tax Payment

RT-2	Telecommunications Excise Tax Return Payment
RT-10	Telecommunications Infrastructure Maintenance Fee Return Payment
RUT-25	Vehicle Use Tax Transaction Return Payment
RUT-50	Private Party Vehicle Tax Transaction Return Payment
RVT-7	Replacement Vehicle Tax Return Payment
ST-1/ST-2	Sales and Use Tax Return Payment
ST-1-X	Amended Sales and Use Tax Return Payment
ST-4	Metropolitan Pier & Expedition Authority Tax Payment
ST-14	Chicago Soft Drink Tax Payment
ST-44	Use Tax Return Payment
ST-556	Sales Tax Transaction Return Payment
TP-1	Tobacco Products Tax Return Payment
UI-WIT	Household Employer Withholding Tax Payment

### **Types of Payment Options**

The contractor will be required to accept and process three (3) different types of Electronic Funds Transfer.

- A. **Automated Clearing House Debit (ACH Debit)**  
The financial institution will likely receive multiple ACH Debit files from various sources.
- B. **Automated Clearing House Credit (ACH Credit)**
- C. **Fedwire - For emergency use only**  
Taxpayers must contact the Illinois Department of Revenue's Electronic Payments Section (217.782.6257) to determine if a Fedwire is necessary.

## **SECTION II**

Confidentiality and Security

## **CONFIDENTIALITY AND SECURITY REQUIREMENTS**

### **CONFIDENTIALITY**

Provisions for safeguarding Illinois Tax information are detailed in the Illinois Compiled Statutes, Chapter 35, Section 5/917 (a). All taxpayer payment and return information received by the successful bidder or its subcontractors, whether received from the taxpayer or the Department, shall be confidential except for official purposes and pursuant to official procedures for the collection of State of Illinois taxes. The successful bidder and its employees, any subcontractors and their employees shall be subject to the same civil and criminal penalties for unauthorized disclosure as Illinois Department of Revenue employees.

### **35 ILCS 5/917 (a)**

#### **Confidentiality and information sharing**

Except as provided in this Section, all information received by the Department from returns filed under this Act, or from any investigation conducted under the provisions of this Act, shall be confidential, except for official purposes within the Department or pursuant to official procedures for collection of any State tax or pursuant to an investigation or audit by the Illinois State Scholarship Commission of a delinquent student loan or monetary award or enforcement of any civil or criminal penalty or sanction imposed by this Act or by another statute imposing a State tax, and any person who divulges any such information in any manner, except for such purposes and pursuant to order of the Director or in accordance with a proper judicial order, shall be guilty of a Class A misdemeanor. However, the provisions of this paragraph are not applicable to information furnished to a licensed attorney representing the taxpayer where an appeal or a protest has been filed on behalf of the taxpayer.

#### **IDOR EMPLOYEE HANDBOOK: Chapter 4, Page 60 & 61**

All information on any tax return, tax payment, or any document accompanying any tax return is confidential. Unauthorized release of confidential taxpayer information may result in criminal prosecution under Illinois and federal laws, as well as disciplinary action up to and including discharge. Information provided to the department by any other governmental or private agency also must be considered sensitive and confidential.

You may not publish, divulge, disclose, or make known in any manner any information contained in any report, tax payment, or record when such information discusses or potentially could identify a taxpayer unless it is already a matter of public record.

You may not use any information obtained by virtue of your employment at the department for actual or anticipated gain for yourself or another person.

Additionally, all records and documents in the custody of or accessible by department employees are for official use as stated in the section entitled "Care of official documents" (on Page 59) and are to be accessed for business reasons only.

No contractor or contractor employee may publish, divulge, disclose, or make known in any manner any information contained in any report, tax payment, or record when such information discusses or potentially could identify a taxpayer unless it is already a matter of public record.

A contractor or contractor employee may not use for private purposes or gain any information which was obtained in the course of the contract services.

All records and documents in the custody of or accessible by a contractor or contractor employee are for official business use only.

Violations of state confidentiality laws are prosecuted as Class A or Class B misdemeanors. Class A misdemeanors are punishable by a fine not to exceed \$2,500 and up to 364 days in jail or both. Class B misdemeanors are punishable by a fine not to exceed \$1,500 and up to six months in jail or both.

In addition to violating Illinois tax laws, persons who make unauthorized disclosures of federal tax information are subject to prosecution under the U.S. Internal Revenue Code. Divulging federal tax information, in any manner, that could identify a taxpayer is a felony punishable by up to five years in prison and a fine of up to \$5,000. The Internal Revenue Code also allows a taxpayer, about whom confidential information has been improperly released, to seek court-invoked civil damages for willful or negligent disclosure of information. The taxpayer has up to two years from the time the unauthorized disclosure is discovered to file suit.

The court may award the taxpayer the amount in actual damages incurred because of the disclosure (for example, income lost) as well as punitive damages in the case of willful disclosure or a disclosure which is the result of gross negligence, but in no case shall the plaintiff receive less than \$1,000 for each disclosure plus the costs of the action.

### **SECURITY**

The contractor shall be subject to identical security confidentiality provisions as the IDOR employees, as established by IDOR in accordance with State Law.

Before securing employment with IDOR, all applicants may be requested to complete an employee security check authorization form which entitles IDOR to check the applicant's taxpaying history. Applicant's tax filing status must be current to secure employment. The contractor must allow IDOR to complete a security check on any/all contractor employees which will have access to taxpayer returns or tax payments, coupons, records, etc. If a contractor employee is found not to have a current filing status, the contractor must ensure that the contractor employee will not have access to IDOR taxpayer returns. For the contractor's employee to obtain access to IDOR taxpayer returns, his/her filing status must be made current and the employee security check authorization form cleared through IDOR Internal Affairs office.

### **Contractor Requirements**

All work including programming, maintenance, customer support, etc. is required to be done in the United States or its territories.

The contractor shall be subject to any or all of the following forms of audit and/or verification:

- On-site IDOR employee(s)
- Unannounced or announced audits by IDOR Internal Auditors during bank processing hours
- Site security reviews performed by IDOR Internal Affairs office

## **SECTION III**

Operational Requirements

## **IVR SYSTEM REQUIREMENTS**

### **IVR Phone Number**

The contractor shall maintain a toll free number, which shall be used exclusively for the taxpayer to call and authorize IDOR to initiate a debit of Electronic Funds Transfer Payments. If the existing IVR vendor surrenders the current toll free number that is in use, the contractor is expected to use that toll free number. If the current toll free number is not made available, the contractor is expected to establish a toll free number on behalf of IDOR. At contract termination, IDOR will retain ownership of this toll free number. The primary basis for the use of this number will be an Interactive Voice Response (IVR) system whereby taxpayers enter information in response to a prerecorded script using a touch tone phone. Operator assistance will be provided by the contractor for customer service related issues only.

### **Updating and Maintaining Debit Database**

On each day the Department is open for business, the contractor shall electronically pick up a file of additions, changes, and deletions to the debit database from the department.

### **PIN Number**

A PIN number shall be assigned and maintained by the contractor for each taxpayer. The contractor shall also have the ability to reset the PIN number as required. At contract termination, the PINs become Department property. These PINs must be released to the Department in an electronic data format prescribed by the Department.

### **Days of Operation**

The contractor shall provide taxpayers access to IVR service seven (7) days a week (Monday through Sunday), 24 hours a day. The Department would prefer to have a daily transaction cutoff time of 7:00 PM Central Time with a minimum cutoff time of no earlier than 3:30 PM Central Time. Taxpayers initiating their call prior to the daily transaction cutoff time will be allowed to select the next business banking day as a settlement date.

### **Federal Reserve Bank**

The Department will adopt the same treatment as the Federal Reserve System for recognizing due dates which fall on weekends or Federal Reserve holidays. Thus, when the statutory due date falls on a weekend or a holiday observed by the Federal Reserve, the Department will allow payments to be credited on the next business banking day.

### **Illinois Department of Revenue Observed Holidays**

In 2010, the following dates are state holidays observed by the Department. This information is provided simply to inform you when Department personnel will not be available to assist in EFT inquiries or problems resolution.

#### Illinois Department of Revenue Observed Holidays for 2010

January 1	Friday	New Year's Day
January 18	Monday	Martin Luther King, Jr. Day
February 12	Tuesday	President Lincoln's Birthday

February 15	Monday	Presidents' Day
May 31	Monday	Memorial Day
July 5	Monday	Independence Day
September 6	Monday	Labor Day
October 11	Monday	Columbus Day
November 2	Tuesday	General Election Day
November 11	Thursday	Veteran's Day
November 25	Thursday	Thanksgiving Day
November 26	Friday	Thanksgiving Holiday
December 24	Friday	Christmas Holiday

**Tax Types Accepted Via IVR**

The IVR contractor will accept ACH Debit payments for the following tax types:

ART-1*	Automobile Renting Occupation and Use Tax Payment
CMFT-1*	County Motor Fuel Tax Payment
ICT-1	Electricity Distribution and Invested Capital Tax Estimated Payment
ICT-4	Electricity Distribution and Invested Capital Tax Return Payment
IL-501	Employer's Illinois Withholding Tax Payment
IL-505-B	Business Income Tax Extension Payment
IL-505-I	Individual Income Tax Extension Payment
IL-941	Quarterly Withholding Income Tax Return Payment
IL-990-T	Exempt Organization Income and Replacement Tax Return Payment
IL-1023-C	Composite Income and Replacement Tax Return Payment
IL-1023-CES*	Composite Income and Replacement Tax Estimated Payment
IL-1040-ES	Estimated Individual Income Tax Payment
IL-1041	Fiduciary Income and Replacement Tax Return Payment
IL-1065	Partnership Replacement Tax Return Payment
IL-1120	Corporation Income and Replacement Tax Return Payment
IL-1120-ES	Estimated Income and Replacement Tax Payment for Corporations
IL-1120-ST	Small Business Corporation Replacement Tax Return Payment
PST-1*	Prepaid Sales Tax Return Payment

PST-3*	Accelerated Prepaid Sales Tax Payment
RG-1	Gas Tax Return Payment
RHM-1*	Hotel Operators' Occupation Tax Return Payment
RL-26	Liquor Revenue Return Payment
RL-26A	Liquor Revenue Airline Return Payment
RPU-13	Electricity Excise Tax Payment
RPU-50	Public Utilities Quarter-Monthly Payment - Electricity
RPU-50	Public Utilities Quarter-Monthly Payment - Gas
RPU-50	Public Utilities Quarter-Monthly Payment - Telecom
RR-3	Accelerated Sales and Use Tax Payment
RT-2	Telecommunications Excise Tax Return Payment
RT-10	Telecommunications Infrastructure Maintenance Fee Return Payment
ST-1/ST-2	Sales and Use Tax Return Payment
ST-4*	Metropolitan Pier & Expedition Authority Tax Payment
ST-14*	Chicago Soft Drink Tax Payment
TP-1	Tobacco Products Tax Return Payment

\* Currently these types of payments are only available through the IVR system. However, IDOR may move these payment types to a department web based application as well in the future.

## DATA EXCHANGE REQUIREMENTS

### Data Exchange

This is an overview of the data exchanges that will occur between the EFT Vendor and the Illinois Department of Revenue.

General Information for data exchanges:

All the data exchanges will utilize SSL. If the file will reside on the DMZ at the vendor site file level encryption will be required. File level encryption will be done using PKZIP version 9.0 or higher. PKZIP 9.0 provides AES 256 bit level encryption.

Whoever has the data file will initiate the data exchange

Before the files are transmitted they will be compressed using PKZIP version 9.0 or higher

- 1) One or more times each weekday IDOR (Illinois Department of Revenue) will initiate a data exchange to submit a debit initiation request file to the vendor. This data exchange will use https or ftp with \* SSL encryption. If the file is placed on a \*\* DMZ, the file itself will be encrypted using PKZIP 9.0 or higher. IDOR will initiate this data exchange.

Currently this is transmitted each weekday approximately 1:00 PM Central Time.  
Record ID '\*\*\*\*\*DBTINIT'

- 2) The vendor will produce a debit initiation response file from the debit initiation file IDOR submitted. The debit initiation response file will contain one record for each record submitted. The response record will tell IDOR whether or not the vendor can submit the debit to the ACH system. If errors are detected in the debit initiation file up to 3 error codes can be returned in the debit initiation response file. This data exchange will use https. The vendor will initiate the data exchange using the current IDOR communications system, using the https protocol.

This file will be transmitted to IDOR upon creation of the file  
Record ID '\*\*\*\*\*DBTACKD',

- 3) After the debits have cleared the ACH system the vendor will create a debit post file and transmit the file to IDOR. There will be one file for each day that deposits are made. Currently deposits are made Monday through Friday and the IDOR receives files Tuesday through Saturday. The file will be sorted by FTA tax type code and an EFT balance record will follow. All unidentified FTA tax type codes shall be grouped into one section of the file and be followed by one EFT balance record. This file will include ALL the debits, credits, and Fed Wires that comprise the deposit for the day. In short IDOR will receive one file per day that represents the deposits for a day. A file may not include deposits from more than one day. This data exchange will use https. The vendor will initiate the data exchange using the current IDOR communications system. The file will include debit

requests transmitted to the vendor by IDOR, debit requests submitted via the IVR system, ACH credits, and Fed Wires.

This file will be transmitted to the IDOR upon creation of the file or by 3:00 AM Central Time.

RECORD ID '\*\*\*\*\*DBTPOST',

- 4) After receiving the debit post file IDOR will generate a debit post response file and transmit it to the vendor. The debit post response file will tell the vendor whether or not IDOR can process the file. This is a file level reject. If the file is rejected, error codes and other information will be provided in the debit post response file that will allow the vendor to correct and retransmit the file. For more information about the error codes see the 800 series error codes in the record layout section. This data exchange will use https or ftp with SSL encryption. If the file is placed on a DMZ the file will be encrypted using PKZIP 9.0 or higher.

This file will be transmitted by the IDOR upon creation of the file.

Record ID '\*\*\*\*\*DBTACKD',

- 5) Once a day the vendor will create and transmit a file of ACH debit reversals. An example of a reversal is an ACH debit that was submitted to the ACH system but the account didn't have sufficient funds to honor the request. Up to 3 error codes can be returned in the debit reversal file. This file will also include pre-notes and change notices. This data exchange will use https or ftp with SSL encryption. If the file is placed on a DMZ the file will be encrypted using PKZIP 9.0 or higher.

This file will be transmitted to the IDOR upon creation of the file or by 3:00 AM Central Time.

This file will also be transmitted to the Illinois Treasurer

RECORD ID '\*\*\*\*\*DBTREVS',

- 6) After receiving the debit reversal file the IDOR will generate a debit reversal response file and transmit it to the vendor. The debit reversal response file will tell the vendor whether or not IDOR can process the file. This is a file level reject. If the file is rejected, error codes and other information will be provided in the debit post response file that will allow the vendor to correct and retransmit the file. This data exchange will use https or ftp with SSL encryption. If the file is placed on a DMZ the file will be encrypted using PKZIP 9.0 or higher.

This file will be transmitted by the IDOR upon creation of the file

Record ID '\*\*\*\*\*DBTACKD',

- 7) Once each working day IDOR will create an updated file reflecting changes made to the EFT enrollment system. IDOR will transmit the file to the IVR vendor. The IVR vendor will use the file to update their system. This file will be used by the IVR system. The file contains taxpayer and banking information. This data exchange will use https or ftp with

SSL encryption. If the file is placed on a DMZ the file will be encrypted using PKZIP 9.0 or higher.

This file will be transmitted by the IDOR approx 5:00 PM Central Time  
'\*\*\*\*\*DBTENRL'

- 8) After receiving the EFT Enrollment file the IVR vendor will generate an EFT Enrollment response file and transmit it to IDOR. The EFT Enrollment response file will tell IDOR which EFT Enrollments updates could be applied and which updates IDOR needs to review and resend.

This file will be transmitted to the IDOR upon creation of the file  
RECORD ID '\*\*\*\*\*DBTENAK'

\*SSL stands for "Secure Sockets Layer". SSL Definition; Secure Sockets Layer is a protocol designed to enable applications to transmit information back and forth securely. Applications that use the Secure Sockets Layer protocol inherently know how to give and receive encryption keys with other applications, as well as how to encrypt and decrypt data sent between the two.

\*\* In computer networks, a DMZ (demilitarized zone) is a computer host or small network inserted as a "neutral zone" between a company's private network and the outside public network. It prevents outside users from getting direct access to a server that has company data.

### **Overview of File Layouts**

Overview of the file layouts: See Section titled file layouts to get more detailed information.

All the data exchanges will use a single file layout. The function of the file will be designated by utilizing the Record ID field in the transmission files

'\*\*\*\*\*DBTINIT', ACH debit requests transmitted from IDOR to the Vendor

'\*\*\*\*\*DBTPOST', Payment posting records transmitted from the vendor to IDOR. This includes ACH Credits, ACH debits (IDOR initiated and IVR), and Fedwires deposited the previous business day.

'\*\*\*\*\*DBTACKD', Acknowledgements for DBTINIT, DBTREVS, and DBTPOST transmissions

'\*\*\*\*\*DBTREVS', Returned bank items transmitted from vendor to IDOR. This file will also include prenotes and change notices

'\*\*\*\*\*DBTENRL' File of EFT Enrollment information created by IDOR and picked up by the vendor (for use by the IVR).

'\*\*\*\*\*DBTENAK'. Acknowledgment created by the vendor to detail whether or not the EFT enrollment updates were successful.

All transmissions will consist of

- 1) One Header record
- 2) One or more detail records
- 3) One or more balance records

- 4) One Trailer record

Transmissions will be sorted by FTA tax type codes. One balance record will be present for each group of FTA tax type codes in the transmission.

- Note that EFT enrollment transmissions will not include balance records.

### **Contingency Plan**

In the event that conditions occur that prevent data exchanges between IDOR and the vendor these procedures will be followed:

- 1) The file that would normally be transmitted will be zipped and encrypted using PKZIP version 9.0 or higher.
- 2) The zipped and encrypted file will be written to a DVD. Other media may be approved by the IL. Dept. of Revenue but if no agreement is made DVD will be the media used.
- 3) The DVD, or other approved media, will be delivered to IDOR via overnight courier.
- 4) The vendor will call IDOR staff to verbally tell us the password used to encrypt the file.

If IDOR needs to deliver a file to the Vendor the same procedures will be followed.

### **Constructing IVR Confirmation Numbers**

IDOR requires 14 character confirmation numbers. The confirmation numbers will be assigned using these procedures.

- 1) The first two characters of the confirmation will be the two digit year of the year the confirmation number was assigned.

Example: If the confirmation number is assigned in 2010 the first two digits of the confirmation number will be 10

- 2) Bytes 3 thru 5 of the confirmation will be a constant of 'EFT'
- 3) Bytes 6 thru 14 are a sequential counter starting at 000000001. As new confirmation numbers are assigned the counter is incremented by 1.

Examples:

Debit 1 is accepted by the vendors IVR system at 8:03 AM on 1/1/2010

Confirmation number assigned is '10EFT000000001'

Debit 2 is accepted by the vendors IVR system at 8:05 AM on 1/1/2010

Confirmation number assigned is '10EFT000000002'

Debit 3 is accepted by the vendors IVR system at 8:06 AM on 1/1/2010

Confirmation number assigned is '10EFT000000003'

- 4) When a new calendar year begins the first two bytes of the confirmation reflect the new year and bytes 6 thru 14 are initialized to zero or one depending on how the code is structured.

Example:

The first debit accepted by the vendors IVR system in 2011 will be assigned confirmation number '11EFT000000001'

## **Reports**

The Contractor shall provide the following reports **online**:

- Daily Bank Report – see example EFT Bank Report.

PRELIMINARY EFT BANK REPORT draft2.txt

**Note:** This is only an example and information (clearing account numbers, etc.) contained in the report is subject to change.

- Internal Transfers Report - A report with all internal transfers not converted to an ACH transaction, when applicable.  
**Note:** IDOR highly desires that internal transfers be converted to ACH transactions and submitted in the ACH file.
- ACH Return Items Report - A report that includes electronically returned payments, ACH notices of change, and pre-notes.

## **Error/Out of Balance Conditions**

The Contractor shall be required to resolve error conditions within one business day from notification by IDOR. This time frame does not refer to the transmission being out of balance, as a transmission should never be sent to IDOR out of balance. IDOR's expectation is that a transmission error should be resolved and resent by 10:00 AM Central Time, the same business day, excluding Saturday, Sunday, and holidays.

The error rate is not to exceed 1/2 of 1%.

## **Future Services**

As the Department expands its participation in electronic commerce, additional financial support services may be requested of the contractor. Expansion of mandated EFT into additional taxes and the increase of qualifying taxpayers because of possible changes in the qualifying criteria (tax liability threshold, etc.) will probably be one area requiring future support. The vendor will need the ability to add additional tax types or products within 90 days of notification from IDOR.

## COMMUNICATION REQUIREMENTS

### Communications Information

These procedures are in effect currently. The Illinois Department of Revenue (IDOR) may find it necessary to alter procedures in the future to adapt to changing conditions.

Files must be transmitted to and from the IDOR Gateway server via the Internet using Secure Socket Layer (SSL) technology. File transmission must use the https post method. This type of transmission provides secure data exchange by strongly encrypting the data stream in both directions according to the SSL protocol.

Transmissions to the Gateway require a modern high speed Internet connection. High bandwidth Internet connections, such as a T1 line or DSL, is preferred; although slower 56K modem connections can be used provided that the connection to the Internet service provider is of high quality and somewhat above the 28.8 K-baud range. Noisy phone lines or transmission speeds below this range are not reliable. Transmissions should be posted to the following URL:

<https://biz.revenue.state.il.us/il/gateway>

Before users can transmit files, they must register with the Illinois Department of Revenue to obtain a login I.D. and password. Users who have transmitted in the past by z-modem should already have a login I.D. and password.

The Gateway conforms to standard http protocols. For fuller documentation regarding the http specification in general, refer to the World Wide Consortium web site at the following URL:

<http://www.w3c.org>

In particular, for documentation regarding the http protocol, see

RFC 2616: Hypertext Transfer Protocol – HTTP/1.1  
at URL: <ftp://ftp.isi.edu/in-notes/rfc2616.txt>

For documentation regarding http authentication protocols, see

RFC 2617L: HTTP Authentication: Basic and Digest Access Authentication  
at URL: <ftp://ftp.isi.edu/in-notes/rfc2617.txt>

The Gateway uses basic authentication, which is made secure by the SSL encryption. The login I.D. and password are applied to the https transmission headers in the form of a standard basic authentication header. The SSL protocol guarantees that the I.D. and password are also encrypted during transmission. As is standard practice, the basic authentication header must be base-64 encoded. The Gateway supports both challenge-response and pre-emptive authentication.

The Gateway adheres to the following practices:

- 1.) All transmissions or requests to the Gateway occur in a single request-response https session.

2.) No cookies are placed on the users' computers. No session tracking is required, and as a result, cookies are not needed.

3.) Only one file may be transmitted per session. To enforce this rule, the Gateway does not allow MIME attachments. One consequence of this is that transmitters cannot use the HTML forms transmission protocol built into most web browsers, as these automatically generate MIME headers.

### **Required HTTPS Transmission Headers**

The following shows an example of a complete https post transmission including all HTTPS transmission headers:

```
POST /il/gateway HTTP/1.0Host: biz.revenue.state.il.us
Authorization: Basic MQBxWrS7hmQ3V4ly (Base64 encoded)
Accept: text/plain, text/html, text/xml
User-Agent:          (optional header)
X-Transmit-ID: doc1
Content-Type: text/plain
Content-Length: 97
*****
The transmitted file goes here.
*****
```

This example shows the presence of an authorization header with a value given as a base-64 encoded user I.D. and password. Also, as shown, transmitters must supply a "Content-Length" header for file uploads giving the byte-size of the transmitted file. The Gateway uses this value to verify that the number of bytes received matches what the transmitter actually intended to send. It is the responsibility of the transmitter to make sure this value accurately reflects the size of the file being transmitted.

The https transmission headers must also include one extended header named "X-Transmit-ID". This header governs the action of the Gateway. The header has two reserved values – "NewAck" and "LastAck". These values are not case sensitive. A value of "NewAck" will cause the Gateway to return all available acknowledgment files in the https response stream. These files will be concatenated together into one big file and, depending on the type of acknowledgements being returned, may or may not contain file separators. A value of "LastAck" given to the "X-Transmit-ID" header will cause the Gateway to re-transmit all acknowledgment files that were transmitted the last time the "NewAck" request was sent to the Gateway. Any other value of the "X-Transmit-ID" header will cause the Gateway to expect to receive a transmission from the user. This value will be echoed back to the user at the end of the transmission in an acknowledgment receipt response as explained in the next section.

### **Gateway Responses**

As stated above, the Gateway responds by transmitting all available acknowledgment files when the transmitter issues a request via the "X-Transmit-ID" extended header. This type of response will always include a "Content-Length" https transmission header giving the exact number of

bytes being returned. The transmitter should always verify that the number of bytes received matches exactly the number of bytes given in this “Content-Length” header.

In addition to returning acknowledgment files to the transmitter, the Gateway provides a number of feedback responses when files are received. If a transmitter sends a file with normal completion, the Gateway will respond with an acknowledgment receipt, called an Ack-One receipt. A typical example of an Ack-One response is as follows:

```
HTTP/1.1 200 OK
Content-Type: text/plain
Content-Length: 231
Date: Tue, 09 Dec 2003 21:47:19 GMT
Server: Apache Coyote/1.0
Connection: close
```

Illinois Department of Revenue Acknowledgement One

1. ETIN = 99999
2. TransmissionIDNumber = doc1
3. TransmissionTimeStamp = 12/09/2003 03:47:19 pm
4. FileSize = 97
5. SysFileName = T9999920031209154719146.343

This is the standard response to a successful file transmission and shows the time and date the department received the file. A transmission should not be considered successful unless an Ack-One response is received. The data given shows the received file size and also the value of the “X-Transmit-ID” header, labeled as “TransmissionIDNumber”. This value is returned to the transmitter as a convenience in file tracking. Please keep in mind that the Ack-One response only confirms file “receipt” and not file “acceptance”. It is the user’s responsibility to pick up acknowledgment files at a later time to use to verify if the transaction/s were accepted or rejected.

The Gateway also returns two error responses. In case of an incorrect user I.D. or password, the Gateway will respond with an https status code of “401: Unauthorized” value in the https status code line of the response stream. Likewise, in cases during which some of the department’s systems may be down, the Gateway will respond with an https status code of “503: Service Unavailable”.

### **Hours of Availability**

The Gateway is available to transmitters seven days a week, except during the time from 11:15 pm to 12:30 am each day. This system down-time is required for scheduled system maintenance.

Error Recovery/Problems/Backups

Vendors must be able to recreate an entire transmission upon request.

If you are having a problem that seems to be caused by hardware or software failure on our end, call Terry Dill or Chuck Bowman during normal working hours. (Phone numbers and hours are listed in the next section.)

If the problem occurs after normal working hours, call Computer Operations, identify yourself as an electronic transmitter, and explain what is wrong. They will try to correct the problem and/or contact someone who can help you.

If the problem can't be solved within a reasonable amount of time, you may be required to send the data to us by courier on magnetic media or compact disk. This should be in the same format as the Electronic Data Transmissions without encryption and/or PKZIP.

### **Contact Information**

Communication questions, hardware or software failures on our end:

ELECTRONIC COMMERCE SUPPORT

7:30 A.M. – 4:00 P.M., MONDAY THRU FRIDAY, EXCEPT FOR LEGAL HOLIDAYS

Chuck Bowman (https transmission problems) – (217) 785-5589

Terry Dill – (217) 782-3791

Mary Thomas (backup) – (217) 524-0518

Hardware or software failure after hours or on holidays:

COMPUTER OPERATIONS

24 HOURS A DAY, SEVEN DAYS A WEEK, EXCEPT THANKSGIVING, CHRISTMAS,  
AND NEW YEAR'S DAY

(217) 782-8622

## **SECTION IV**

### File Layouts

**See attached EFT File Layout Excel files**

## **SECTION V**

Listing of Due Dates

## LISTING OF DUE DATES

Amnesty	Tax Amnesty Payment No specific due dates.
ART-1	Automobile Renting Occupation and Use Tax Payment Payments are due on the 20 <sup>th</sup> of each month.
CMFT-1	County Motor Fuel Tax Payment Payments are due on the 20 <sup>th</sup> of each month.
COAD	Coin-Operated Amusement Device Tax No specific due date, but currently decals expire July 31 of each year.
ICT-1	Electricity Distribution and Invested Capital Tax Estimated Payment Payments for annual filers are due on March 15. Payments for quarterly filers are due on the 15 <sup>th</sup> of March, June, September, and December.
ICT-4	Electricity Distribution and Invested Capital Tax Return Payment Payments are due on March 15.
IFTA	International Fuel Tax Agreement Payment Varies.
IL-501	Employer's Illinois Withholding Tax Payment Semi-weekly payments are made every Wednesday and Friday. Monthly payments are due on the 15 <sup>th</sup> of the month.
IL-505-B	Business Income Tax Extension Payment Payments are due on the 15 <sup>th</sup> of the month.
IL-505-I	Individual Income Tax Extension Payment Payments are due on April 15 <sup>th</sup> .
IL-941	Quarterly Withholding Income Tax Return Payment Payments are due on the last day of the month in January, April, July, and October.
IL-990-T	Exempt Organization Income and Replacement Tax Return Payment Payments due the 15 <sup>th</sup> of any given month.
IL-1023-C	Composite Income and Replacement Tax Return Payment Payments due the 15 <sup>th</sup> of any given month.
IL-1023-CES	Composite Income and Replacement Tax Estimated Payment Payments due the 15 <sup>th</sup> of any given month.
IL-1040	Individual Income Tax Payment Payments are due on April 15 <sup>th</sup> .
IL-1040-ES	Estimated Individual Income Tax Payment Payments are due January 15 <sup>th</sup> , April 15 <sup>th</sup> , June 15 <sup>th</sup> , and September 15 <sup>th</sup> .

IL-1041	Fiduciary Income and Replacement Tax Return Payment Payments are due the 15 <sup>th</sup> of any given month.
IL-1065	Partnership Replacement Tax Return Payment Payments are due the 15 <sup>th</sup> of any given month.
IL-1120	Corporation Income and Replacement Tax Return Payment Payments are due the 15 <sup>th</sup> of any given month.
IL-1120-ES	Estimated Income and Replacement Tax Payment for Corporations Payments are due the 15 <sup>th</sup> of any given month.
IL-1120-ST	Small Business Corporation Replacement Tax Return Payment Payments are due the 15 <sup>th</sup> of any given month.
Misc.	Payment Agreement Monitoring System Payment – GenTax No due dates.
Misc.	Payment Agreement Monitoring System Payment - PAMS No due dates.
MFUT	Motor Fuel Use Tax Single Trip Permit Payment Payments due the last day of any given month.
PST-1	Prepaid Sales Tax Return Payment Payments are due on the 20th of each month.
PST-3	Accelerated Prepaid Sales Tax Payment Payments for monthly filers are due on the 20th of each month. Prepaid sales tax accelerated (quarter-monthly) payments are due on the 7th, 15th, 22nd, and the last day of the month.
RC-1-A	Cigarette Tax Stamp Order – Invoice Payment No due dates.
RG-1	Gas Tax Return Payment Payments are due on the 15th of each month.
RG-6	Assistance Charges Return for Natural Gas Distributors Payment Payments are due the 20 <sup>th</sup> of each month.
RHM-1	Hotel Operators’ Occupation Tax Return Payment Payments are due on the last day of each month.
RHSPS	Rental Housing Support Program Surcharge Payment Varies.
RL-26	Liquor Revenue Return Payment Payments are due on the 15 <sup>th</sup> of each month.
RL-26A	Liquor Revenue Airline Return Payment Payments are due on the 15 <sup>th</sup> of each month.

RL-26W	Liquor Direct Wine Shipper Return Payment Payments are due on the 15 <sup>th</sup> of each month.
RLG-14	Order – Invoice for Real Estate Transfer Tax Stamps Payment No due dates.
RPU-6	Assistance Charges Return for Electricity Distributors Payment Payments due the 20 <sup>th</sup> of each month.
RPU-13	Electricity Excise Tax Payment Payments are due on the 15 <sup>th</sup> of each month.
RPU-50	Public Utilities Quarter-Monthly Payment - Electricity Payments are due on the 7 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> , and the last day of the month.
RPU-50	Public Utilities Quarter-Monthly Payment - Gas Payments are due on the 7 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> , and the last day of the month.
RPU-50	Public Utilities Quarter-Monthly Payment - Telecom Payments are due on the 7 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> , and the last day of the month.
RR-3	Accelerated Sales and Use Tax Payment Payments are due on the 7 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> and the last day of the month.
RT-2	Telecommunications Excise Tax Return Payment Payments are due on the 15 <sup>th</sup> of each month.
RT-10	Telecommunications Infrastructure Maintenance Fee Return Payment Payments are due on the 15 <sup>th</sup> of each month.
RUT-25	Vehicle Use Tax Transaction Return Payment No specific due dates.
RUT-50	Private Party Vehicle Tax Transaction Return Payment No specific due dates.
RVT-7	Replacement Vehicle Tax Return Payment No specific due dates.
ST-1/ST-2	Sales and Use Tax Return Payment Payments for monthly filers are due on the 20 <sup>th</sup> of each month. Payments for quarterly filers are due on the 20 <sup>th</sup> of April, July, October, and January
ST-1-X	Amended Sales and Use Tax Return Payment No specific due dates.
ST-4	Metropolitan Pier & Expedition Authority Tax Payment Payments are due on the 20 <sup>th</sup> of each month.
ST-14	Chicago Soft Drink Tax Payment Payments are due on the 20 <sup>th</sup> of each month.

ST-44	Use Tax Return Payment Payments are due April 15 <sup>th</sup> .
ST-556	Sales Tax Transaction Return Payment No due dates
TP-1	Tobacco Products Tax Return Payment Payments are due the 15 <sup>th</sup> of each month.
UI-WIT	Household Employer Withholding Tax Payment Payments are due April 15 <sup>th</sup> .

## **SECTION VI**

### **IVR PHONE SCRIPT AND WORKSHEET\***

\* The IVR vendor will be required to create specific edits per tax type in regards to taxpayer IDs, account types, and account periods as described in the IVR phone script and worksheet documents (EFT-10 & EFT-11).

## **SECTION VII**

Tax Type Codes

**Tax Type Codes**  
In Compliance With FTA Tax Type Code List

Amnesty	Tax Amnesty Payment - 04707
ART-1	Automobile Renting Occupation and Use Tax Payment - 04730
CMFT-1	County Motor Fuel Tax Payment - 056
ICT-1	Electricity Distribution and Invested Capital Tax Estimated Pyt - 15042
ICT-4	Electricity Distribution and Invested Capital Tax Return Payment - 15041
IFTA	International Fuel Tax Agreement Payment - 5820
IL-501	Employer's Illinois Withholding Tax Payment - 0112
IL-505-B	Business Income Tax Extension Payment - 0231
IL-505-I	Individual Income Tax Extension Payment - 014
IL-941	Employer's Illinois Withholding Tax Return Payment - 01141
IL-990-T	Exempt Organization Income and Replacement Tax Return Pyt -02090
IL-1023-C	Composite Income and Replacement Tax Return Payment -02023
IL-1023-CES	Composite Income and Replacement Tax Estimated Payment - 021
IL-1040	Individual Income Tax Payment - 01301
IL-1040-ES	Estimated Individual Income Tax Payment - 012
IL-1041	Fiduciary Income and Replacement Tax Return Payment - 02041
IL-1065	Partnership Replacement Tax Return Payment - 02065
IL-1120	Corporation Income and Replacement Tax Return Payment - 02020
IL-1120-ES	Estimated Income and Replacement Tax Payment for Corporations - 021
IL-1120-ST	Small Business Corporation Replacement Tax Return Payment - 02030
Misc.	Payment Agreement Monitoring System Payment – GenTax - 21313
Misc.	Payment Agreement Monitoring System Payment – PAMS - 200
MFUT	Motor Fuel Use Tax Single Trip Permit Payment - 05910
PST-1	Prepaid Sales Tax Return Payment - 0421
PST-3	Accelerated Prepaid Sales Tax Payment - 0422
RC-1-A	Cigarette Tax Stamp Order – Invoice Payment - 07210

RCOA-1	Coin-Operated Amusement Device Tax - 077
RG-1	Gas Tax Return Payment - 15011
RG-6	Assistance Charges Return for Natural Gas Distributors Payment - 15014
RHM-1	Hotel Operators' Occupation Tax Return Payment - 074
RHSPS	Rental Housing Support Program Surcharge Payment - 21102
RL-26	Liquor Revenue Return Payment - 06010
RL-26A	Liquor Revenue Airline Return Payment - 06020
RL-26W	Liquor Direct Wine Shipper Return Payment - 06030
RLG-14	Order – Invoice for Real Estate Transfer Tax Stamps Payment -21202
RPU-6	Assistance Charges Return for Electricity Distributors Payment - 15024
RPU-13	Electricity Excise Tax Payment - 15021
RPU-50	Public Utilities Quarter-Monthly Payment – Electricity - 15022
RPU-50	Public Utilities Quarter-Monthly Payment – Gas - 15012
RPU-50	Public Utilities Quarter-Monthly Payment – Telecom - 15032
RR-3	Accelerated Sales and Use Tax Payment - 0412
RT-2	Telecommunications Excise Tax Return Payment - 15031
RT-10	Telecommunications Infrastructure Maintenance Fee Return Pyt - 15051
RUT-25	Vehicle Use Tax Transaction Return Payment - 04710
RUT-50	Private Party Vehicle Tax Transaction Return Payment - 04720
RVT-7	Replacement Vehicle Tax Return Payment - 04707
ST-1/ST-2	Sales and Use Tax Return Payment - 0411
ST-1-X	Amended Sales and Use Tax Return Payment - 0413
ST-4	Metropolitan Pier & Expedition Authority Tax Payment - 04230
ST-14	Chicago Soft Drink Tax Payment - 076
ST-44	Use Tax Return Payment - 045
ST-556	Sales Tax Transaction Return Payment - 047
TP-1	Tobacco Products Tax Return Payment - 073
UI-WIT	Household Employer Withholding Tax Payment - 01166

**Appendix H3A  
Section IV**

**FILE LAYOUTS**

- 1) EFT Header**
- 2) EFT Detail Record**
- 3) EFT Balance Record**
- 4) EFT Trailer**
- 5) Error Codes**
- 6) ACH Return/Error Codes**



EFT DETAIL RECORD						
FIELD NO	FIELD NAME	LENGTH	START POSITION	END POSITION	DESCRIP	COMMENTS
010	RECORD ID	12	1	12	A/N	CONSTANT '*****DBTINIT', '*****DBTPOST', '*****DBTACKD', '*****DBTREVS', '*****DBTENRL' OR '*****DBTENAK'.
020	RECORD CODE	3	13	15	A/N	CONSTANT 'DTL'.
030	CREATE DATE	8	16	23	N	CCYYMMDD, CREATE DATE OF THE TRANSACTION.
040	CREATE TIME	6	24	29	N	HMMSS, CREATE TIME, HOUR-MINUTE-SECOND.
050	FTA TAX TYPE	5	30	34	A/N	CODE IDENTIFYING TYPE OF TAX BEING PAID. FOR USE WITH TAX PAYMENT (TXP) BANKING CONVENTIONS.
060	ERROR CODE 1	3	35	37	A/N	RESERVED FOR ACKNOWLEDGMENT/REVERSAL, ERROR CODE - SEE REVERSAL/ERROR CODE SHEET FOR VALUE ELSE SPACE FILL.
070	ERROR MESSAGE 1	60	38	97	A/N	RESERVED FOR ACKNOWLEDGMENT/REVERSAL, ERROR MESSAGE. IF NONE, SPACE FILL.
080	ERROR CODE 2	3	98	100	A/N	RESERVED FOR ACKNOWLEDGMENT/REVERSAL, ERROR CODE - SEE REVERSAL/ERROR CODE SHEET FOR VALUE ELSE SPACE FILL.
090	ERROR MESSAGE 2	60	101	160	A/N	RESERVED FOR ACKNOWLEDGMENT/REVERSAL, ERROR MESSAGE. IF NONE, SPACE FILL.
100	ERROR CODE 3	3	161	163	A/N	RESERVED FOR ACKNOWLEDGMENT/REVERSAL, ERROR CODE - SEE REVERSAL/ERROR CODE SHEET FOR VALUE ELSE SPACE FILL.
110	ERROR MESSAGE 3	60	164	223	A/N	RESERVED FOR ACKNOWLEDGMENT/REVERSAL, ERROR MESSAGE. IF NONE, SPACE FILL.
120	RECORD NUMBER	7	224	230	N	RESERVED FOR ACKNOWLEDGMENT/REVERSAL, COUNT OF ERROR RECORD IN FILE, ELSE ZERO FILL.
130	ACKNOWLEDGMENT RECORD ID	12	231	242	A/N	RESERVED FOR ACKNOWLEDGMENT/REVERSAL, RECORD ID OF RECORD IN ERROR, ELSE SPACE FILL.
140	DEBIT AUTHORIZATION AMOUNT	15	243	257	N	FORMAT 13.2 APPLIED DECIMAL, RIGHT JUSTIFY, LEFT ZERO FILL. AMOUNT OF PAYMENT.
150	IDOR REQUESTED SETTLEMENT DATE	8	258	265	N	CCYYMMDD, DATE THE ORIGINATING ENTITY INTENDS FOR THE TRANSACTION TO BE SETTLED.
160	TAX IDENTIFICATION NUMBER	15	266	280	A/N	IBT - ILLINOIS BUSINESS TAX NUMBER, SSN - SOCIAL SECURITY NUMBER + POST, FEIN - FEDERAL IDENTIFICATION NUMBER, MATCHING NUMBER FOR ERT CREDITS OR OTHER ASSIGNED NUMBER IDENTIFYING ORIGINATING TAXPAYER.
170	APE	8	281	288	N	CCYYMMDD, ACCOUNT PERIOD ENDING - APE.
180	CONFIRMATION NUMBER	14	289	302	A/N	UNIQUE IDENTIFICATION FOR THE TRANSACTION.
190	TAXPAYER BANK ROUTING NUMBER	9	303	311	A/N	TAXPAYER BANK ROUTING NUMBER.
200	TAXPAYER BANK ACCOUNT NUMBER	17	312	328	A/N	TAXPAYER BANK ACCOUNT NUMBER.
210	CHECKING OR SAVINGS INDICATOR	1	329	329	A/N	'C' - CHECKING INDICATOR 'S' - SAVINGS INDICATOR.
220	PERSONAL OR CORPORATE INDICATOR	3	330	332	A/N	'PPP' - PERSONAL INDICATOR 'CCP' - CORPORATE INDICATOR.
230	NAME ON ACCOUNT	35	333	367	A/N	NAME ON ACCOUNT. 'C' - CREDIT 'D' - DEBIT 'F' - FED WIRE 'M' - CREDIT MEMO 'V' - CREDIT CARD.
240	PAYMENT METHOD CODE	1	368	368	A/N	
250	TRACE NUMBER	15	369	383	N	TRACE NUMBER.
260	BATCH NUMBER	10	384	393	A/N	RESERVED, SPACE FILL.
	BATCH NUMBER YEAR	2				BATCH NUMBER YEAR.
	BATCH NUMBER JULIAN	3				BATCH NUMBER JULIAN.
	BATCH NUMBER STATION	3				BATCH NUMBER STATION.
	BATCH NUMBER SEQUENCE	2				BATCH NUMBER SEQUENCE.
270	DOCUMENT NUMBER	3	394	396	A/N	RESERVED, SPACE FILL.
280	EFFECTIVE ENTRY DATE	8	397	404	N	DATE THE PHONE CALL WAS MADE ON IVR PHONE DEBIT SYSTEM.
290	AMOUNT TYPE 1	1	405	405	A/N	'T' - AMOUNT TYPE 1.
300	AMOUNT 1	10	406	415	N	AMOUNT 1. IF NONE, ZERO FILL.
310	AMOUNT TYPE 2	1	416	416	A/N	AMOUNT TYPE 2. IF NONE, SPACE FILL.
320	AMOUNT 2	10	417	426	N	AMOUNT 2. IF NONE, ZERO FILL.
330	AMOUNT TYPE 3	1	427	427	A/N	AMOUNT TYPE 3. IF NONE, SPACE FILL.
340	AMOUNT 3	10	428	437	N	AMOUNT 3. IF NONE, ZERO FILL.
350	MEMO FIELD FOR FEDWIRE/CREDIT/ADDENDA INFORMATION	160	438	597	A/N	MEMO FIELD FOR FEDWIRE/CREDIT/ADDENDA INFORMATION. 'Y' - IS IAT TRANSACTION 'N' - NOT IAT TRANSACTION.
360	IAT INDICATOR	1	598	598	A/N	
370	TRANSACTION TYPE CODE	3	599	601	A/N	'IAT' - IAT INDICATOR OR SPACE FILL.
380	RECEIVER NAME	35	602	636	A/N	RECEIVER NAME.
390	ORIGINATOR NAME	35	637	671	A/N	ORIGINATOR NAME.
400	ORIGINATOR STREET ADDRESS	35	672	706	A/N	ORIGINATOR STREET ADDRESS.
410	ORIGINATOR CITY	30	707	736	A/N	ORIGINATOR CITY.
420	ORIGINATOR STATE	2	737	738	A/N	ORIGINATOR STATE.
430	ORIGINATOR PROVINCE	3	739	741	A/N	ORIGINATOR PROVINCE.
440	ORIGINATOR COUNTRY	3	742	744	A/N	ORIGINATOR COUNTRY.
450	ORIGINATOR POSTAL CODE	30	745	774	A/N	ORIGINATOR POSTAL CODE.
460	ODFI NAME	35	775	809	A/N	ODFI NAME.
470	ODFI ID	34	810	843	A/N	ODFI ID.
480	ODFI BRANCH COUNTRY CODE	3	844	846	A/N	ODFI BRANCH COUNTRY CODE.
490	RDFI NAME	35	847	881	A/N	RDFI NAME.
500	RDFI ID	34	882	915	A/N	RDFI ID.
510	RDFI BRANCH COUNTRY CODE	3	916	918	A/N	RDFI BRANCH COUNTRY CODE.
520	RECEIVERS ID NUMBER	15	919	933	A/N	RECEIVERS ID NUMBER.
530	RECEIVERS ID STREET ADDRESS	35	934	968	A/N	RECEIVERS ID STREET ADDRESS.
540	RECEIVERS CITY	30	969	998	A/N	RECEIVERS CITY.
550	RECEIVERS STATE	2	999	1000	A/N	RECEIVERS STATE.
560	RECEIVERS PROVINCE	3	1001	1003	A/N	RECEIVERS PROVINCE.
570	RECEIVERS COUNTRY	3	1004	1006	A/N	RECEIVERS COUNTRY.
580	RECEIVERS POSTAL CODE	30	1007	1036	A/N	RECEIVERS POSTAL CODE.
590	RETURNED BANK ITEM BDN	13	1037	1049	N	RETURNED BANK ITEM BDN. 'A' - ADD 'C' - CHANGE 'D' - DELETE INDICATOR USED FOR EFT ENROLLMENT. SPACE FILL FOR ALL OTHER RECORDS.
600	ADD/CHANGE/DELETE INDICATOR	1	1050	1050	A/N	
610	RESERVED	100	1051	1150	A/N	RESERVED, SPACE FILL.

EFT BALANCE RECORD						
FIELD NO	FIELD NAME	LENGTH	START POSITION	END POSITION	DESCRIP	COMMENTS
010	RECORD ID	12	1	12	A/N	CONSTANT '*****DBTBALC'.
020	RECORD CODE	3	13	15	A/N	CONSTANT 'BAL'.
030	CREATE DATE	8	16	23	N	CCYYMMDD
040	CREATE TIME	6	24	29	N	HHMMSS, CREATE TIME, HOUR-MINUTE-SECOND.
050	FTA TAX TYPE	5	30	34	A/N	CODE IDENTIFYING TYPE OF TAX BEING PAID. FOR USE WITH TAX PAYMENT (TXP) BANKING CONVENTIONS.
060	ERROR CODE 1	3	35	37	A/N	RESERVED FOR ACKNOWLEDGMENT\REVERSAL, ERROR CODE - SEE REVERSAL\ERROR CODE SHEET FOR VALUE ELSE SPACE FILL.
070	ERROR MESSAGE 1	60	38	97	A/N	RESERVED FOR ACKNOWLEDGMENT, ERROR MESSAGE. IF NONE, SPACE FILL.
080	ERROR CODE 2	3	98	100	A/N	RESERVED FOR ACKNOWLEDGMENT\REVERSAL, ERROR CODE - SEE REVERSAL\ERROR CODE SHEET FOR VALUE ELSE SPACE FILL.
090	ERROR MESSAGE 2	60	101	160	A/N	RESERVED FOR ACKNOWLEDGMENT, ERROR MESSAGE. IF NONE, SPACE FILL.
100	ERROR CODE 3	3	161	163	A/N	RESERVED FOR ACKNOWLEDGMENT\REVERSAL, ERROR CODE - SEE REVERSAL\ERROR CODE SHEET FOR VALUE ELSE SPACE FILL.
110	ERROR MESSAGE 3	60	164	223	A/N	RESERVED FOR ACKNOWLEDGMENT, ERROR MESSAGE. IF NONE, SPACE FILL.
120	RECORD NUMBER	7	224	230	N	RESERVED FOR ACKNOWLEDGMENT\REVERSAL. COUNT OF ERROR RECORD IN FILE, ELSE ZERO FILL.
130	ACKNOWLEDGMENT RECORD ID	12	231	242	A/N	RESERVED FOR ACKNOWLEDGMENT\REVERSAL, RECORD ID OF RECORD IN ERROR, ELSE SPACE FILL.
140	COUNT OF RECORDS FOR SPECIFIC FTA TAX TYPE	7	243	249	N	ENTER COUNT OF FTA TAX TYPE, RIGHT JUSTIFY, LEFT ZERO FILL.
150	AMOUNT FOR SPECIFIC FTA TAX TYPE	15	250	264	N	AMOUNT OF FTA TAX TYPE. FORMAT 13,2 APPLIED DECIMAL, RIGHT JUSTIFY, LEFT ZERO FILL.
160	RESERVED	100	265	364	A/N	RESERVED, SPACE FILL.

EFT TRAILER						
FIELD NO	FIELD NAME	LENGTH	START POSITION	END POSITION	DESCRIP	COMMENTS
010	RECORD ID	12	1	12	A/N	CONSTANT '*****DBTTTLR'.
020	RECORD CODE	3	13	15	A/N	CONSTANT 'TRL'.
030	CREATE DATE	8	16	23	N	CCYYMMDD
040	CREATE TIME	6	24	29	N	HHMMSS, CREATE TIME, HOUR-MINUTE-SECOND.
050	RESERVED	5	30	34	A/N	RESERVED, SPACE FILL.
060	ERROR CODE 1	3	35	37	A/N	RESERVED FOR ACKNOWLEDGMENT\REVERSAL, ERROR CODE - SEE REVERSAL\ERROR CODE SHEET FOR VALUE ELSE SPACE FILL.
070	ERROR MESSAGE 1	60	38	97	A/N	RESERVED FOR ACKNOWLEDGMENT, ERROR MESSAGE. IF NONE, SPACE FILL.
080	ERROR CODE 2	3	98	100	A/N	RESERVED FOR ACKNOWLEDGMENT\REVERSAL, ERROR CODE - SEE REVERSAL\ERROR CODE SHEET FOR VALUE ELSE SPACE FILL.
090	ERROR MESSAGE 2	60	101	160	A/N	RESERVED FOR ACKNOWLEDGMENT, ERROR MESSAGE. IF NONE, SPACE FILL.
100	ERROR CODE 3	3	161	163	A/N	RESERVED FOR ACKNOWLEDGMENT\REVERSAL, ERROR CODE - SEE REVERSAL\ERROR CODE SHEET FOR VALUE ELSE SPACE FILL.
110	ERROR MESSAGE 3	60	164	223	A/N	RESERVED FOR ACKNOWLEDGMENT, ERROR MESSAGE. IF NONE, SPACE FILL.
120	RECORD NUMBER	7	224	230	N	RESERVED FOR ACKNOWLEDGMENT\REVERSAL. COUNT OF ERROR RECORD IN FILE, ELSE ZERO FILL.
130	ACKNOWLEDGMENT RECORD ID	12	231	242	A/N	RESERVED FOR ACKNOWLEDGMENT\REVERSAL, RECORD ID OF RECORD IN ERROR, ELSE SPACE FILL.
140	NUMBER OF RECORDS IN TRANSMISSION	10	243	252	N	ENTER TOTAL NUMBER OF RECORDS IN TRANSMISSION, RIGHT JUSTIFY, LEFT ZERO FILL.
150	TOTAL AMOUNT IN TRANSMISSION	15	253	267	N	ENTER TOTAL AMOUNT IN TRANSMISSION. FORMAT 13,2 APPLIED DECIMAL, RIGHT JUSTIFY, LEFT ZERO FILL.
160	RESERVED	100	268	367	A/N	RESERVED, SPACE FILL.

ERROR CODES	ERROR VALUES
013	NON-NUMERIC DATA FOUND IN NUMERIC DATA ITEM.
025	INVALID DATE OR INVALID APE FORMAT.
040	INVALID TIME OR INVALID TIME FORMAT.
050	INVALID TAXPAYER ID, NO POST AND/OR FAILED CHECK DIGIT.
060	TAX ID, TAXTYPE CODE MISMATCH.
070	INVALID PERSONAL OR CORPORATE INDICATOR.
080	INVALID CHECKING OR SAVINGS INDICATOR.
100	INVALID PAYMENT METHOD CODE.
110	INVALID DEBIT AUTHORIZATION AMOUNT, MUST BE NUMERIC.
120	INVALID TRACE NUMBER ENCOUNTERED, MUST BE NUMERIC.
210	INVALID TAX TYPE CODE ENCOUNTERED.
220	INVALID RTN NUMBER ENCOUNTERED.
230	INVALID DEPOSIT ACCT ENCOUNTERED.
800	OUT OF BALANCE.
805	CREATE DATE, CREATE TIME IS NOT VALID IN HEADER RECORD. CREATE DATE AND CREATE TIME NOT SAME FOR ALL RECORDS.
810	AMOUNT TYPE 1 NOT = T.
820	AMOUNT 1 NOT NUMERIC.
830	MORE THAN ONE AMOUNT SENT.
840	TAX TYPES ARE NOT GROUPED IN FILE.
850	DEPOSIT DATES NOT THE SAME IN FILE.
860	INVALID RECORD ID, MUST BE '*****DBTINIT', '*****DBTPOST', '*****DBTACKD', '*****DBTREVS', '*****DBTENRL' OR '*****DBTENAK'.
870	DUPLICATE DEPOSIT DATE, FILE HAS ALREADY BEEN PROCESSED.
880	INCORRECT OR MISSING VENDOR NAME.
890	TRANSMISSION REJECT.
	800 SERIES ERRORS ARE FOR VENDOR, ALL OTHER ERRORS ARE REVENUE SUSPENSE ITEMS.

<b>ACH RETURN/ERROR CODES</b>	<b>ACH RETURN/ERROR VALUES</b>
C01	Account number change
C02	Transit/routing number change
C03	Transit/routing and account number change
C04	Account name change
C05	Transaction code change
C06	Account number and transaction code change
C07	Transit/routing, account number and transaction code change
C99	Miscellaneous change
M13	Receiving financial institution not qualified to participate
M28	Financial institution not on Bank One bank file
R01	Insufficient funds
R02	Account closed
R03	No account/unable to locate account
R04	Invalid account number
R05	No prenote.
R06	Returned per originating depository financial institution
R07	Authorization revoked by customer
R08	Payment stopped
R09	Uncollected funds
R10	Customer advised not authorized
R12	Account sold to another financial institution
R13	Receiving financial institution not qualified to participate
R14	Customer deceased
R15	Individual (beneficiary) deceased
R16	Account frozen
R17	File record edit criteria (must specify)
R20	Non-transaction account
R21	Invalid company ID
R24	Duplicate
R28	Transit/routing check-digit error
R29	Corporation entry not authorized
R51	Item deleted at originating company's request
R99	Miscellaneous return

# **Appendix I**

## **Payment Method Matrix**

**ILLINOIS DEPARTMENT OF REVENUE**  
**MATRIX INDICATING MANDATORY IVR OPTIONS VENDOR WILL BE REQUIRED TO SUPPORT**  
**(PRESENT IDOR ADMINSTERED WEBPAY OPTIONS SHOWN FOR COMPARISON)**

	IVR (VENDOR ADMINISTERED)	WEBSITE BASED PAYMENT (IDOR ADMINISTERED)	ACH DEBIT SUBMITTED USING TAX SOFTWARE	TAX TYPE CODE ASSIGNED
<b>INDIVIDUAL INCOME TAX</b>				
IL-1040 payment		X	X	01301
IL-1040-ES payments	X	X	X	012
IL-505-I payments	X	X		014
<b>BUSINESS INCOME TAX</b>				
IL-1120 payment	X**	X	X*	02020
IL-1120-ES payments	X	X		021
IL-1120-ST payment	X**	X		02030
IL-1041 payment	X**	X		02041
IL-1065 payment	X**	X		02065
IL-1023-C payment	X**	X		02023
IL-1023-CES payment	X			021
IL-990-T payment	X**	X		02090
IL-505B payments	X	X		0231
<b>WITHHOLDING INCOME TAX</b>				
IL-501 payments	X	X	X	0112
IL-941 payments	X	X	X	01141
IL-941-A (annual) payment		X	X	01141
UI-WIT (household employer) payment		X		01166
<b>SALES AND USE TAXES</b>				
ST-1/ST2 payment	X	X	X	0411
ST-1-X payment		X*		0413
ST-14 (Chicago soda) payment	X			076
RR-3 payments	X	X		0412
PST-1 payments	X			0421
PST-3 payment	X			0422
ST-4 (MPEA) payment	X			04230
CMFT-1 (county motor fuel) payment	X			056
ST-44 (use) payment		X		045
ART-1 (auto rental) payment	X			04730
ST-556 (auto sale) payment			X	047
RUT-25 (auto use) payment			X	04710
RUT-50 (auto use) payment			X	04720
<b>EXCISE TAXES</b>				
RT-2 (Telecom) payment	X	X	X	15031
RT-10 (Telecom Infrastructure) pymt	X	X		15051
RPU-13 (Electricity Excise) payment	X	X		15021
RG-1 (Gas Tax) payment	X	X		15011
ICT-1 (Electricity Invested Capital) pyt	X	X*		15042
ICT-4 (Electricity Invested Capital) pyt	X	X*		15041
RHM-1 (Hotel/Motel) payment	X			074
RC-1-A (Cigarette Order) payment		X		07210
RLG-14 (Real Estate Stamp) payment*		X		21202
TP-1 (Tobacco) payment	X	X		073
RG-6 (Energy Assitance Gas) payment		X		15014
RPU-6 (Energy Assitance Electric) pymt		X		15024
RPU-50 (accel for gas tax) pyt	X	X		15012
RPU-50 (accel for telecom tax) pyt	X	X	X	15032
RPU-50 (accel for electric tax) pyt	X	X		15022
Motor Fuel Tax/IFTA Single Trip		X		5820
RL-26 (Liquor) payment	X		X	06010
RL-26-A (Liquor Airline) payment	X		X	06020
RL-26-W (Liquor Direct Wine) pyt		X		06030
ROA-1 (COAD-Coin Device Order) pyt		X		077

\* Possible future implementation.

\*\* Necessary additions to existing product.