

How to find the DCEO Incentive Payment from the Office of the Illinois Comptroller:

After project is completed and the Final Application has been submitted, DCEO will review and approve and then work with Applicant to submit required payment documents.

Incentive Payment <\$10,000, DCEO will forward 3 Final Payment Documents to Applicant.

Incentive Payment \geq \$10,000 and \leq \$150,000, Applicant will submit the Final Documents in Attachment B of the Notice to Proceed/Rebate Agreement.

Incentive Payment > \$150,000, DCEO will issue Grant Agreement. Applicants will submit quarterly Financial Status Report which triggers payment.

Once the payment documents have been submitted to DCEO, DCEO will process and forward voucher to the Office of the Illinois Comptroller. From this point the payment is generally issued from the Comptroller in 2-6 weeks. To check and see if the payment was issued:

1. Click on the Office of the Illinois Comptroller link:
<https://www.wh1.ioc.state.il.us/index.cfm/financial-inquiries/vendor-inquiries/>
2. Enter Applicant's TIN number in the Vendor TIN box provided. (without dashes, TIN is 9-digit Tax Identification Number)
3. Click "OK"
4. Click on "Payments" to find a payment.
5. Select the state fiscal year (FY) in which incentive was paid. i.e: FY13 would be selected for payments received between July 1st 2012 and June 30th 2013. (Note: You may need to search the FY both during and after your project.)
6. Select an agency = "420 Commerce and Economic Opportunity"
7. Skip all other data fields and click on "Find Warrants". A warrant is equivalent to an incentive payment check. EFT stands for electronic funds transfer, meaning the payment was deposited electronically and a paper check will not be received.
8. For further information including whether the warrant was issued or paid, select the "Warrant/EFT#" in question.