**Section 650.130 Paying State Agencies**

a) The paying State Agency shall use its best efforts to inform eligible recipients of the procedures for enrolling in the State of Illinois Direct Deposit Program. Upon request, the Comptroller will supply paying State Agencies with blank Standard Authorization Forms to be provided to eligible recipients. Other Standard Authorization Forms may be utilized upon the prior written consent of the Comptroller.

b) The paying State Agency must maintain a copy of each currently effective Standard Authorization Form.

c) During the period in which the Standard Authorization Form is in effect, upon the request of the recipient's financial institution, the paying State Agency must provide a copy (readable without optical aid) of the Standard Authorization Form.

d) Upon termination of the Standard Authorization Form, the paying State Agency must provide the Comptroller with the Authorization Form with the date of termination clearly noted thereon. The Comptroller will maintain such terminated Authorization Forms for the required period (currently six (6) years).

e) During the term of the Standard Authorization Form, the paying State Agency must maintain the data necessary for the direct deposit of credit payments to the account of the recipient and shall make such data available for the issuance of such credit payments in sufficient time for the Comptroller, in performing his disbursing function, to carry out his responsibilities under these rules so that the funds will be made available to the recipient on the payment date. Such data shall be certified as provided in Sections 9.02 and 10 of "An Act in relation to State finance" (Ill. Rev. Stat. 1981, ch. 127, pars. 145c, 146).

f) Nothing in this Part shall be construed to alter the relationship between paying State Agencies and the recipients receiving credit payments pursuant to these Rules. In this regard, the paying State Agencies shall be primarily responsible for handling inquiries and resolving problems for their recipients concerning matters traditionally under the purview of State Agencies initiating vouchers for payment by State Warrant.