

TOPIC	STATEWIDE VENDOR FILE	SUB-SECTION 17.10.20
SECTION	OVERVIEW	ISSUANCE DATE May 20, 2008
SUB-SECTION	MANDATORY E-PAYMENTS	REVISION NUMBER 08-004

MANDATORY E-PAYMENTS

PURPOSE

DFA serves as the primary executive branch agency for fiscal management. Section 7-7-41, Miss. Code Ann. (1972) states that "the State Fiscal Officer has the authority to prescribe rules and regulations concerning the issuance of warrants and other forms of payments for all departments, institutions and agencies of the state". DFA requires mandatory electronic payment (e-payment) to vendors, unless otherwise noted. Vendors of the State shall be paid electronically and shall be provided the supporting remittance detail by electronic means. The agency is responsible for notifying new vendors that they must enroll in e-payment or apply for exemption.

E-payment or PayMode – the State's e-payment system - reduces the costs of producing paper warrants and remittance advices by eliminating the printing, sorting, distributing, copying, and mailing of paper. Additionally, there are reduced opportunities for fraud and lost payments. Vendors benefit by receiving notification of pending deposits of funds and have options for interfacing the remittance data from the State into their accounts receivable systems.

PROCESSING

All SAAS and SPAHRS vendors, unless specifically exempted, must be set up for payment through PayMode. PayMode captures the payment and remittance information and transmits it electronically to the designated vendor from SAAS or SPAHRS. To register for PayMode, vendors should go to the Bank of America's enrollment website at <http://portal.paymode.com/ms>.

The vendor must have a valid email address in order to enroll with PayMode. This email address can be obtained through one of the free email services such as Yahoo or Hotmail. In addition, the vendor must have access to a computer. The vendor may request assistance enrolling in the State's e-payment service provider by contacting www.mmrs.state.ms.us or by calling the MMRS Call Center at (601) 359-1343.

The payments that are specifically exempted from e-payment are listed below. An exemption form should not be submitted for these.

1. State employees as defined in Section 25-9-107, Miss. Code Ann. (1972)
2. Contract workers – note that Independent Contractors are not exempt from this rule
3. Vendor approved by OFM for one-time payment using a designated vendor number
4. Right-of-Way acquisition payments made by the Department of Transportation
5. Debt service payments made by the Office of the State Treasurer
6. Tax payments to the IRS
7. Tax payments to the State Tax Commission
8. Transfers to the Public Employees Retirement System
9. Transfers to the Mississippi Deferred Compensation and Trust/SBA

To apply for exemption, the agency submits to BFC the Mandatory E-Payment Exemption Request form (form 17.10.20), which is completed and signed by the vendor, along with the Vendor File Maintenance form (form 17.20.05). Both forms are available at the end of this section. The request must detail the reason(s) for the requested exemption. Any supporting cost and legal issues associated with the request must be documented. Any vendor can request an exemption. DFA will issue a written response within 10 business days of the receipt of the exemption request and that response is the final determination.

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

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FORM INSTRUCTIONS

The instructions for completion of the Mandatory E-Payment Exemption Request form are set forth below. Exhibit 17.10.20-A is a blank form with reference number instructions. Following Exhibit 17.10.20-A is a blank form that may be printed and used.

<u>REFERENCE</u>	<u>EXPLANATION</u>
1	Name of vendor
2	Tax ID number of vendor
3	Street address of vendor
4	City
5	State
6	Zip
7	Provide specific reason(s) for the exemption to be granted. Consideration should be given to the need to consolidate corporations under a central billing/payment location for a federal tax ID.
8	Provide any other comments here. If specific vendor numbers are known, list them here.
9	Signature of vendor official with proper authorization
10	Date signed
11	Contact name of the vendor's representative
12	Phone number of vendor contact
13	Name of agency
14	Contact name of the agency's representative
15	Phone number of agency contact
16	Fax number of agency contact
17	Email address of agency contact
18	For DFA use only

**State of Mississippi
Statewide Automated Accounting System
Mandatory E-Payment Exemption Request**

Vendor Name (1)

Vendor Tax Id Number (2)

Vendor Address (3)

City (4) State (5) Zip (6)

Reason(s) exemption requested. Specific detail must be provided in narrative form to justify the State's consideration of the exception process. Also, provide specific costs and legal issues associated with this request. A separate document may be referenced here and attached.

(7)

Other comments:

(8)

Vendor Signature (9) Date (10)

Contact Name (11) Phone (12)
(Please print)

Agency Name (13)

Agency Contact (14)

Phone (15) Fax (16)

Email (17)

(18)

DFA Only		Response Due 10 Business Days from Received Date		Vendor Numbers
Received Date:		Received By:		
Response Date:		Responder:		
Approved		Denied		
Comments:				