

Client Payments Electronic Funds Transfer Setup

Electronic Funds Transfer (EFT) is available to clients for receiving maintenance, transportation, and other types of client payments from the Division of Vocational Rehabilitation (DVR). Enrollment will also allow payments from other State agencies to be received electronically through the EFT process. This method of payment will allow quicker access to monies provided.

Overview

Clients may designate a single bank account to receive electronic payments from the State of Missouri. The EFT method deposits funds electronically into the client's designated bank account as an ACH (Automated Clearing House) credit with an electronic remittance. Clients can get basic information about the deposit such as the payment date, payment amount, and invoice number. Banks are required to provide this information to customers upon request; however, some banks may charge a fee for this service. Clients should check with their financial institution regarding policies and potential fees for acquiring this remittance information. Clients are responsible for any related fees.

The Vendor Payment Website is also available to clients for looking up payment information electronically. The website address is: <https://www.vendorpay.aa.mo.gov>. Clients can access details for payments issued from the SAM II financial system for the past twenty-four (24) months. Payment information is accessed by Social Security number or federal tax identification number. A user ID and password established by the client assures security of the information.

Procedures

To enroll, the client must have an established SAM II vendor number and complete a Vendor ACH/EFT Application (MO 300-1608), accessible on the web at http://www.aa.mo.gov/acct/vendor_ach_eftd.pdf. The completed application authorizes the Office of Administration to deposit (credit) a client's designated checking or savings account for the amount of a required payment. It also authorizes a debit to the account only in the event an erroneous payment is made.

Form Instructions: Refer to detailed instructions provided with the form.

- The client and designated financial institution are required to complete the application.
- Clients will return completed Vendor ACH/EFT Application to the district office for review.
- The district office will check the application for completeness and appropriate signatures.
- If an error is found on the application, notify the client to correct the error.
- Verify the client is established in the SAM II vendor file and submit the original and complete Vendor ACH/EFT Application to DVR Central Office Accounting for processing.
- If the client is not established in the SAMII vendor file, submit a completed Vendor Input Form to DVR Central Office Accounting to add the client to the SAM II vendor file.
- Once the client is added to the vendor file, submit the original and complete Vendor ACH/EFT Application to DVR Central Office Accounting for processing.

The Office of Administration will not accept applications that are incomplete or filled out incorrectly.

An EFT indicator in MoRIS will be set to "Y" when the Office of Administration approves the application; however, ACH transactions may take up to one month to begin. During this time, the Office of Administration may process a test transaction through the banking system to the client's account.

Deposits to designated accounts will continue until DVR has been notified that banking information has changed and a new Vendor ACH/EFT Application is completed. The same instructions for processing a new application (described above) apply to changing banking information. Changes should be handled immediately to prevent delayed payments to clients.

Questions related to the EFT process will be handled through the MoRIS Tech Discussion Database.
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Electronic Funds Transfer Setup**

Client Information Sheet

Electronic Funds Transfer (EFT) is available to you when receiving maintenance, transportation, and other types of client payments from the Division of Vocational Rehabilitation (DVR). Enrollment will also allow payments from other State agencies to be received electronically through the EFT process. This method of payment will allow quicker access to monies provided.

Overview

Your established bank account may be set up to receive electronic payments from the State of Missouri. The EFT method deposits funds electronically into the designated bank account as an ACH (Automated Clearing House) credit with an electronic remittance. This information about the deposit provides you the payment date, payment amount, and invoice number. Banks are required to provide this information to customers upon request; however, some banks may charge a fee for this service and you would be responsible for any related fees. Be sure you know about your financial institution's policies and potential fees for acquiring this remittance information. DVR will also send you verification of monies paid.

A vendor payment website is also available for looking up payment information electronically at: <http://www.vendorpay.ia.mo.gov>. You can access details for payments issued from the state's financial system (SAM II) for the past twenty-four (24) months. Payment information is accessed by Social Security number or federal tax identification number. A user ID and password established by the client assures security of the information.

Procedures

To enroll, you must have an established SAM II vendor number. Your district office can provide this number to you. A completed Vendor ACH/EFT Application (MO 300-1608) is also required and can be accessed on the web at http://www.ia.mo.gov/acct/vendor_ach_eftd.pdf. The completed application authorizes the Office of Administration to deposit (credit) a designated checking or savings account for the amount of a required payment. It also authorizes a debit to the account only in the event an erroneous payment is made.

Form Instructions: Refer to detailed instructions provided with the form.

- Complete Sections A, C and E.
- Section D requires your financial institution to certify your depositor information.
- Sign and date the application.
- Fax or mail the complete and "original" application to your district office.

The Office of Administration will not accept applications that are incomplete or filled out incorrectly.

DVR will submit your application to the Office of Administration for approval. Once approved, ACH transactions may take up to one month to begin. During this time, you will continue to receive paper checks. The Office of Administration may process a test transaction through the banking system to your designated account prior to initiating ACH transactions.

Deposits to your designated account will continue until DVR has been notified that banking information has changed and a new Vendor ACH/EFT Application is completed. The same instructions for processing a new application (described above) apply to changing banking information.

Notify your district office immediately of any changes to your designated bank account to prevent delays in payments.