

Do I have to create a Vendor Management System (VMS) account?

Yes. You must create at least one payment account to submit and receive compensation for payment in the eVoucher application. Note: Only U.S. entities are invited to create an account in the VMS.

Will court staff still need to collect W9 forms from new users?

No, but attorneys must still provide their SSN for IRS identification purposes.

If an attorney or expert has already been set up to receive EFTs because of a returned paper check, do they still have to create a VMS account?

Yes. Once VMS is activated across all courts, newly submitted vouchers must include payment details from payment accounts created in the VMS.

What will happen to vouchers that were submitted before the launch of VMS?

Vouchers submitted to the court prior to the launch of VMS will result in a check payment. If someone wants an EFT payment for a specific voucher, court staff can reject the voucher back to the voucher entry state. The attorney or expert can then add VMS payment details and resubmit. Note: Rejected vouchers cannot be paid with a check and must include VMS payment details to receive the EFT payment.

What if my EIN fails TIN matching?

If you fail to pass the TIN/name verification with the IRS, there are several ways that you can retrieve your EIN:

- Request your EIN information at <https://www.irs.gov/businesses/small-businesses-self-employed/lost-or-misplaced-your-ein>.
- Call the IRS Business & Specialty Tax Line at 800-829-4933 and request that the IRS search for your EIN. This option is available Monday through Friday from 7:00 A.M. to 7:00 P.M. local time. You will be asked to provide identifying information and can receive the EIN over the phone as long as you are the person authorized to receive this information (such as a sole proprietor, a partner in a partnership, a corporate officer, a trustee of a trust, or an executor of an estate).
- Search for your state's Secretary of State website. These websites typically include a business search option.
- Locate the computer-generated notice that was issued when you first received your EIN from the IRS. This notice confirms your application and receipt of an EIN.
- If you used your EIN to open a bank account or apply for any type of state or local license, contact those organizations or agencies to secure your EIN.

Can I create more than one payment account in VMS?

Yes. You have the option to create a payment account using your SSN or EIN, or, if you work for a firm, you can request to link to that firm's EIN. If selecting payments to SSN, payments made will be reported against the SSN, and 1099s will be issued by the AO and mailed to the vendor at the address provided on the W-9. 1099s for all payments made to the EIN will be issued by the AO and mailed to vendor at the address provided on the W-9.

If I conduct business as a solo LLC and I have a business EIN, should I use my SSN or my EIN to create my VMS payment account?

It depends on where you want the income to be reported on your 1099 tax form. If you want your business to be the billing payee, then you should use your EIN.

Can I set up a default payment account to appear when I process vouchers?

If you only have one payment account created in the VMS, eVoucher defaults to selecting that account on voucher creation. If you have multiple payment accounts in the VMS, you must select the appropriate payment account from the Payment Details drop-down menu on the Basic Info screen

My bank information didn't populate when I entered my bank's routing number. What do I need to do to continue creating my VMS payment account?

The VMS verifies information using a master file of existing routing numbers. Contact your bank and verify that you have their correct routing number.

My firm has different offices in multiple states. They currently deposit the fees earned by attorneys in different states into different banking accounts. Can my firm have multiple payment profiles used by the different attorney?

No. Currently, the VMS only allows one EIN to be associated with one bank account. If multiple bank accounts must be associated with an EIN, court staff can submit a modification request (MR) for enhancement at a future release.

How will attorneys and experts be notified when EFT payments are processed?

There is no notification from Treasury about payment deposits. However, courts typically set up automated emails upon vouchers being certified for payment. Note: Attorneys or experts can also run the new Vouchers Paid Report to cross reference payments and confirm amounts.

What is an Authorized Agent?

An Authorized Agent is an individual who is invited and authorized by a vendor, typically with a larger firm, to provide and manage the vendor information in the Vendor Manager System (VMS). Authorized Agents may be vendors who have access to eVoucher or external users who do not have access to eVoucher and are restricted to only managing the payment account details, banking information, and tax information for their authorized users in the VMS. Only Authorized Agents who are invited to the VMS by a vendor may create an account and enter the application.

Does the Authorized Agent have to be an attorney?

No. In the VMS, the Authorized Agent is the person who is authorized to act on behalf of a business; this could be any individual in a firm or other type of organization. Businesses that will have multiple people registering with the same EIN should decide in advance who will be the Authorized Agent responsible for maintaining the business's tax and billing information and managing requests to link to the EIN.

Can I choose another person to be the Authorized Agent after the invitation has been sent?

Yes. On your VMS dashboard, click **More** on the payment card that has the pending invitation. Then, click **Manage Invitation** to make changes to the Authorized Agent assignment.

Can there be more than one Authorized Agent assigned to a payment account?

No. Only one business entity per EIN can be registered in the VMS. Any business or organization registering with an EIN must determine, in advance, who will be their Authorized Agent. Once the business or organization is registered with an EIN, subsequent vendors registering under the same EIN must request to link to the existing business entity.

How does the Authorized Agent, who doesn't have eVoucher access, get back into the VMS once they've created their account?

They should click the VMS link from the invitation email they received when they set up their Authorized Agent account and bookmark the URL for direct access to the VMS application.

How can I change the Authorized Agent who is already in the VMS?

Contact your local CJA Clerk (404-215-1301) with details; your court must then contact the NSD to request a change.

Can I change banking information if necessary?

Yes. You can edit your bank account information from the My Payment Accounts section of your VMS home page. If you're linked to a firm's payment account and the Authorized Agent edits the banking information, you will be notified and receive a request to confirm the change. If banking details change, any vouchers in progress must be rejected and resubmitted with the updated banking details.

What details are included with the EFT payment?

It depends on what your bank chooses to display. Some banks may not provide enough information to identify which payment goes to which voucher number. Attorneys can run the **Vouchers Paid Report – Attorney** and see their voucher payment information, including both check and EFT payments. Experts can also do this by running the **Vouchers Paid Report – Expert**. If an attorney or expert has multiple court profiles, such as district and circuit court profiles, they must run this report for each court to see everything.

Can attorneys create a CJA-21 for an expert who does not have a VMS account?

Yes. You can create a CJA-21 voucher; however, the voucher cannot be submitted until the expert creates their VMS profile and sets up a payment account. Once that is done, you can then select the expert's payment details and submit the voucher.