

## Vendor Management System (VMS)

### Attorney and Expert FAQs:

#### *Do I have to create a 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. vendors/entities will need to create an account in VMS.

#### *How will vendors access VMS?*

Through eVoucher, vendors click the **Sign in to Vendor Manager System** link in the banner at the top of each page, which gives them access to the VMS.

After their VMS account is created, they can access VMS within eVoucher using links in the Billing Info section of their court profile or their Single Login Profile (SLP) page. **Note:** Attorneys and experts can also bookmark the VMS URL once their account is created.

#### *Is information available to help me prepare for this change?*

Yes. PDF job aids and ELMs (videos) will be located at the CJA section of the Court's webpage: <https://www.prd.uscourts.gov/cja-evoucher-reference-guide-and-procedures>.

#### *What information do I need to create a VMS account?*

- Personal contact information
- Tax certification, tax classification and Tax ID information (W-9 & TIN).\*
- Bank information for EFT payments, including bank routing number

\* During registration, the vendor completes the electronic W-9 form. The W-9 address is used by the AO to issue 1099 forms. Tax ID Numbers and Names will be verified using an IRS TIN/Name matching service.

#### *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 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.

***Who should register with their SSN?***

A vendor can only have one payment account associated with their SSN. Registration must be completed personally by the vendor; authorized agents cannot be delegated to complete the SSN registration on behalf of vendors due to the sensitivity of the required data. 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.

***Who should register with an EIN?***

Individual vendors and business entities may register in VMS with an EIN. When registering with an EIN, a vendor has the option of designating themselves as the person responsible for registering the business, ensuring the information is current and accurate, and responding to requests from other vendors, such as employees, to be linked to the business for payments. Alternatively, they may assign that responsibility to another individual at the company. The person having this responsibility is referred to as the Authorized Agent. 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.

***What is an Authorized Agent?***

An individual that is given the authority to act on behalf of a business entity (EIN) to create and manage the vendor information in VMS. Authorized agents may be vendors who have access to eVoucher or external users who are not vendors, do not have access to eVoucher and are restricted to only managing the payment account details on VMS.

***Can you provide more information on Entity-Vendor Relationships?***

Vendors may search for existing and pending payment accounts by EIN and request to be linked to them for the purpose of receiving EFT payments. The authorized agent in charge of the entity's payment account will receive the request and decide whether to approve or decline it. If the request is declined by the authorized agent, the vendor may resend the request. Once the request is approved by the authorized agent, the payment account details will be available to the requesting vendor for confirmation. After the requesting vendor confirms the payment account details, the payment account will be available to receive payments. There is no limit on the number of vendors that can be linked to a payment account.

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

Contact your local court eVoucher helpdesk with details; your court will then need to contact the Administrative Office of the US Courts (AO) to request a change.

***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, contact CJA court staff so they can submit a modification request (MR) to the Administration of the US Courts (AO) for enhancement at a future VMS release.

***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.

***Can I 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.

***Will I be notified when EFT payments are deposited into my bank account?***

No. There will be no notification from Treasury about payment deposits. But you can run the new Vouchers Paid (Attorney or Expert) report to cross reference payments and confirm amounts.

***If a vendor has already been set up to receive EFTs before 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.

**Note:** If a voucher submitted before the launch of VMS is rejected during the Clerk's Office audit after implementation of VMS, the resubmitted voucher will receive EFT payment via VMS.

***If a vendor experiences problems creating their VMS account, where can they go for help?***

Vendors can contact the CJA helpdesk at [PRDdb\\_CJA@prd.uscourts.gov](mailto:PRDdb_CJA@prd.uscourts.gov).