

Vendor Input Information for MAC Grant Recipients

MAC strongly encourages grant recipients to sign up for Electronic Fund Transfer (EFT). Advantages include faster processing time and more security. No more lost checks in the mail. Contact the Missouri Arts Council office if your organization cannot accept EFT or is a city agency, college/university, library, or school.

What You Need to Start

- Federal Employer Identification Number (FEIN)
- Name and Address of Financial Institution
- Depositor Routing and Account Number

Help

Direct questions to Jim Riordan, Accountant (314-340-6856) or Joan White, Grants Manager (314-340-6855). Please do not contact Julie Keilholz in Jefferson City.

Who Needs to Complete the Vendor Input Form?

- New grant recipients and grantees that have not received payment from the State of Missouri for 1+ years.
- Grantees that wish to receive payment by Electronic Fund Transfer (EFT) instead of paper check.
- Grantees that have moved or changed their mailing address.
- Grantees that have changed their financial institution information.

1. Access the State of Missouri Office of Administration "Vendor Input/ACH-EFT Application" at https://oa.mo.gov/sites/default/files/vendor_input_ach_eftd.pdf.
2. Complete all the gray shaded fields

To sign up for EFT	Enter the financial institution information. If current grant recipient, type "Organization Wants EFT" under Comments.
If you have a new address	Use your new address and fill in the date of change and organization's previous/old address. Under Comments, type "Organization has changed address."
If you have new financial institution information	Enter the new financial institution information. On the right-hand side of the form, fill in the date of change. Under Comments, type "Bank information has changed." You may contact Kalynn Boeckmann at 573-751-2971 for additional information on changing financial institutions.

3. To authorize electronic fund transfer check the box on the right-hand side. Then sign the form by the Vendor Signature and Certification for IRS.
4. Have your financial institution complete the necessary area and sign the form.
5. Scan as PDF document and email to vendor@oa.mo.gov. Do not mail this form to MAC office.
6. You should be able to access the Vendor Services Portal after 2 weeks. Read Vendor Services Portal instructions below.

It takes about 3-4 weeks to set up EFT payment. Invoices processed during that time period will be paid by paper check. If you have a new mailing address and receive a paper check, it could take longer to receive payment due to processing time.

Vendor Services Portal

- Go to <https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx> then click "Vendor Payment" then select "FEIN."
- Enter your organization's FEIN and press Login.
- To receive email notifications of MAC payment, click "Email Notification Signup" on the left side of the screen. Enter address, select location and click "Sign-up." Then add financial@oa.mo.gov to your safe email list. Several individuals can receive the emails.
- You can search for past payments by Location, Dollar Amount, or Invoice Number (your grant number). When you get an answer, you can get additional information by clicking on the underlined Number that is below the Check/EFT Number column.
- Remember to logout.