



20100610 PayMode Sample Vendor Letter

The sample letter below was created to be mailed out to selected vendors by PayMode at the direction of DFA. This letter is merged with the vendor file to pick up addresses of the selected vendors and the resulting letters are then mailed by PayMode. The number of vendors is adjusted for each mailing to reflect the current enrollment for Mississippi. This sample letter was used in mailings for Campaign 5 selected vendors in March, 2010 and for Campaign 6 selected vendors in May, 2010. The listing of vendors in these campaigns can be found on the MMRS Website under Featured News. Future campaigns will be posted to the web as they occur. This sample letter will be used on those future campaigns. If any changes are made to the sample letter, we will repost the letter to the MMRS Website.

xxxxxxxx xx, 2010

«FULL_NAME»
«TITLE»
«COMPANY»
«DbCompany»
«ADDR_1»
«ADDR_2»
«CITY», «STATE» «ZIP»

Re: < Insert Vendor Name > future payments from the State of Mississippi

«Salutation»

The Mississippi Department of Finance and Administration (DFA) has been successfully paying State vendors electronically for several years now resulting in a savings to both the State and State vendors. In 2005, DFA established an administrative rule requiring that vendors of the State of Mississippi, unless otherwise exempted, receive payments and the supporting remittance detail electronically. You may view this administrative rule on the DFA Website at <http://www.dfa.state.ms.us/Content/Rules/MANDATORYE-PAYMENTSTOVENDORS.pdf>

Initially, this administrative rule targeted new State of Mississippi vendors. The State is now moving forward to enroll existing vendors who have not yet completed the enrollment process. Your company must be successfully enrolled for electronic payment 90 days from the date of this letter. If you do not enroll by the deadline, state agencies will be notified not to do business with your company until your enrollment is complete.

We realize that there may be vendors that cannot receive electronic payments for valid reasons. If you believe your company falls into this category, you can apply for an exemption from the administrative rule by completing a Mandatory E-Payment Exemption Request form. The form and instructions can be obtained at

<http://www.dfa.state.ms.us/Offices/OFM/BFR%20Files/MAAPP%20Files/17%20Vendor%20File.pdf>.

Send the completed form to the following address:

DFA – Bureau of Financial Control
Attention: Tonya Swan
P. O. Box 1060

Jackson, MS 39215-1060
OR
FAX to (601) 359 - 5525

We are confident that by enrolling you will join the 21,277 satisfied state vendors already enrolled to receive payment by PayMode, the State's chosen electronic payment product. You will find electronic payment offers the following advantages:

- **Saves time and money** – PayMode reduces the labor, hassle, expense and risk associated with paper checks, as well as purchase cards, EDI and other traditional payment methods. And there is no charge to receive payment via PayMode. PayMode also eliminates the hassles associated with replacing lost or stolen checks for both you and the State of Mississippi.
- **Includes detailed remittance information** – PayMode enables delivery of rich, digital remittance information along with the payment, enabling easier reconciliation.
- **Fits with existing systems and banking practices** – PayMode requires no purchase of software, no modifications to your existing accounts receivable systems, or any changes to your bank accounts.

To comply with the 90-day enrollment deadline, log onto the PayMode Website at www.bankofamerica.com/paymode/mississippi to enroll and receive more information about PayMode.

Should you have any questions, contact Tonya Swan at 601-359-3853 or via email at SwanL@dfa.state.ms.us.

Best regards,

Kevin J. Upchurch

Encl.

Promotional Code: «CAMPAIGN»«PROSPECT_ID»