

TO: All CJA Panel Attorneys, Expert Service Providers, and Court Reporters

SUBJECT: Announcing New Vendor Manager System (VMS) and Upgrade of CJA eVoucher for EFT Payments

We are pleased to announce the launch of the new Vendor Manager System (VMS) designed to easily and securely collect tax and banking information to facilitate electronic funds transfers (EFT) for voucher payments approved through Criminal Justice Act (CJA) eVoucher. The account setup process for VMS takes less than 10 minutes to complete.

If you do not already have a login.gov account set up, you must first create an account in Login.gov. For more information see <https://login.gov/create-an-account/>

Panel attorneys, expert service providers, and court reporters will be prompted to register in VMS after signing in to CJA eVoucher with Login.gov. An informational banner will appear in CJA eVoucher with a link to VMS.

Only one entity per tax ID number (TIN) may register and have only one associated bank account. If registering with an Employer Identification Number (EIN), an individual must be designated as responsible for managing the details of the firm/business entity. This individual is referred to as the Authorized Agent and is responsible for providing the tax and banking information. Once an EIN is registered, anyone else needing to use the same EIN for payments will be prompted to send a request to the Authorized Agent.

IMPORTANT: If multiple people will be registering with the same EIN, decide in advance who will be the Authorized Agent to maintain the business entity information and approve requests to use the EIN. If the Authorized Agent needs to be changed after an EIN is registered, contact the CJA eVoucher clerk- Lisa Tyree- 757-222-7253.

During the registration process, an electronic W-9 form will be presented. On submission, VMS will verify that the TIN and name provided match IRS records. On success, the data will be available in CJA eVoucher when creating vouchers for payment. After the launch, new vouchers will use VMS data and be paid via EFT. Vouchers that were submitted prior to the launch will continue through the approval process and be paid via U.S. Treasury check.

Training materials:

<https://cdn.ca9.uscourts.gov/datastore/cja/Creating-an-SSN-Payment-Account-in-Vendor-Manager-System.pdf>

<https://cdn.ca9.uscourts.gov/datastore/cja/Creating-an-EIN-Payment-Account-in-Vendor-Manager-System.pdf>

<https://cdn.ca9.uscourts.gov/datastore/cja/Authorized-Agent-in-Vendor-Manager-System.pdf>

For questions about the VMS launch and upgrade of CJA eVoucher, contact Lisa Tyree- Financial Specialist/CJA Clerk- 757-222-7253

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