



FMS BULLETIN

April 12, 2011



The Notice Below Has Been Included With City Vendor Payments

Deductions Will Begin Unless Vendors Submit EFT Applications to the Dept. of Finance by 4/30/11

Reminder: Paper Check Fee Collection Will Begin ***Enroll in EFT to Avoid Fee Deductions from Your Payments***

Payments issued earlier this year included an insert regarding the City's collection of a \$3.50 per paper check fee.

On January 1, 2011 the City began assessing payees a \$3.50 fee per paper check, draft or similar paper instrument, written for payments issued through the City's Financial Management System. The fee will cover costs related to the processing of paper checks while encouraging greater use of Electronic Funds Transfer (EFT).

Fees will be collected by the City on a periodic basis. ***Beginning no earlier than May 1, 2011*** the City will start deducting fees that were assessed during the first quarter of 2011 (January through March).

To be certain that paper check fees are not deducted from payments, payees should submit EFT applications to the Department of Finance no later than April 30, 2011.

Payees can enroll in EFT online at www.nyc.gov/html/dof/html/services/services_vendors_eft.shtml, the Department of Finance, Vendor Payment Direct Deposit Program enrollment page. Payees who choose not to enroll in EFT will incur periodic deductions from their payments. The paper stubs for these payments will list the quantity of checks for which the fee was deducted, the period during which such check fees were assessed, and the total dollar amount deducted. This check stub information will also be available on the Payee Information Portal (PIP), a City website available to payees to track their payments.

On PIP, EFT enrollees can see the same information that they would have seen on paper check stubs. Payees may review the "Financial Inquiries, Checks/EFT" section of PIP for key reference data such as vendor invoice numbers and ATTN to information.

An active PIP account is needed to view information online. An activation guide is available at <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>. For PIP-activation assistance, please e-mail the FISA Call Center at PIP@fisa.nyc.gov. Other questions should be directed to the payment-issuing agency.