

What you need for the Children's Trust Payment and Financial Information

Q: How do I submit an electronic copy of the Invoice to the Children's Trust (CT)?

A: Use the button on this page to submit an electronic copy of the Invoice or [visit this link to the CT Invoice](#). Vendors* are required to fill in all designated areas of the form and submit electronically. You will get an email confirmation stating that the form has been submitted and received by the Children's Trust. The program contact for each vendor will then verify the submission with notification to the CT Finance Team to continue processing.

Q: How do I get paid for contracted work performed?

A: The Children's Trust sends detailed billing package(s) to vendors who have successfully been awarded a project. Vendors should read the instructions carefully and follow the procedures for filling out the forms. Vendors needing additional information concerning payments or the status of a payment should call their project manager.

Q: How do I reconcile my payment to my invoices?

A: The Commonwealth pays its obligations on a daily payment cycle. When the Commonwealth pays a vendor for work completed, the Office of the State Treasurer will issue a single check for all Invoices processed during that billing cycle. All Commonwealth checks are transmitted to the vendor with an addendum that lists specific payment and agency project number references for the convenience of the vendor. This information is available on [VendorWeb](#).

Q: How do I obtain my Vendor Code or how do I obtain my New Vendor Code?

A: The Vendor/Customer Code is a system-generated ten-digit number preceded by the alpha characters "VC." This code is used to identify vendors and customers in MMARS for use on procurements, encumbrances, payments and accounts receivable. Your vendor code can be found on any contract you signed with the Commonwealth. It is also provided on the remittance advice that accompanies all payments. However, if you are unable to locate your vendor code, you can contact the Commonwealth agency you are currently doing business with and ask them for your VC (vendor code) number. The department will ask for your TIN number which is located on the businesses W9 form/1099 form.

Q: How can I get paid faster?

A: One way to get paid faster is to sign up for Electronic Funds Transfer (EFT) since the Commonwealth can electronically move funds directly to the vendor's bank rather than having to wait for a paper check in the mail. It's easy, just complete the EFT Request Form at [VendorWeb](#), print and mail it to the department you do business with. They take it from there. Within a few weeks, usually 3-5 weeks, your payments will begin showing up in your bank account the day after they were issued by the Commonwealth. Also, when the invoice(s) are paid, the vendor's bank is advised of the detail regarding the payment. Therefore, questions regarding the detail should be made directly to the vendor's bank. Another way to get paid faster is to sign up for the "Prompt Payment Discount Program". These options are written out in the [Prompt Payment Discount Form](#). If you would like to sign up, please print and mail it to the department you do business with.

Q: What is Electronic Funds Transfer?

A: EFT stands for "Electronic Funds Transfer" and represents the way your business can receive direct deposit of all payments from the Commonwealth to your company bank account. Once you *sign up*, money comes to you directly and sooner than ever before. EFT is Fast, Safe, and means that your money will be confirmed in your bank account quicker than if you have to wait for the mail, deposit your check, and wait for the funds to become available.

All you have to do is complete the form, print it, sign, and mail to the Department you do business with. We will take care of the rest. Within three to four weeks you will be fully established on EFT and can start receiving your money sooner. Enhance your cash flow management and *sign up today!*

Q: How do I Sign Up for EFT

A: Electronic funds transfer (EFT) is the preferred method of payment for all payees doing business with the Commonwealth. The Commonwealth's goal is to make the printing and mailing of paper checks an obsolete business practice in Massachusetts. EFT saves the Commonwealth money and is more efficient for the payee.

Payees sign up through the Department they do business with. To expedite this process, just complete the EFT Request Form at [VendorWeb](#), print it and mail it to the department you do business with. They take it from there. Within a few weeks,

usually 3-4 weeks, your payments will begin showing up in your bank account the day after they were issued by the Commonwealth. Also, when the invoice(s) are paid, the vendor's bank is advised of the detail regarding the payment. Therefore, questions regarding the detail should be made directly to the vendor's bank.

Additional Resources

By going to the [Comptroller's Web Site](#) and selecting the **Guidance for Vendors** tab on the center of the screen, vendors to the Commonwealth of Massachusetts can easily and quickly access their payment information, view scheduled payments, view payment history, sign up for Electronic Funds Transfer (EFT), and updates of interest to vendors.

- [VendorWeb](#): A web site for vendors doing business with the Commonwealth that provides access to payment information (both scheduled payments and past payments) and to the sign-up form for Electronic Funds Transfer (EFT).
- [Forms for Vendors](#): Forms frequently used by vendors.
- [Policies for Vendors](#): Policies frequently used by vendors.
- [Commbuys](#): Procurement Access and Solicitation Center
- [1099 FAQs](#)

*Vendors are those that are receiving payment from the Children's Trust. This may include individuals, companies, and organizations.