

**Jeremiah W. (Jay) Nixon**  
Governor



**Kelvin L. Simmons**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Division of Accounting  
570 Truman Building, 301 West High Street  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
**INTERNET:** <http://www.oa.mo.gov/acct>  
**E-MAIL:** [acctmail@oa.mo.gov](mailto:acctmail@oa.mo.gov)

**Mark A. Kaiser**  
Director

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** July 7, 2010  
**RE:** Revised Vendor Input Form and Vendor ACH/EFT Application

The safest and easiest way for the State to pay vendors and for vendors to receive payment is by EFT. We have changed/developed resources to help facilitate the use of EFT. First, the Vendor Input Form and the Vendor ACH/EFT Application have been combined. Secondly, the Vendor Services Portal was created.

The Vendor Input Form and the Vendor ACH/EFT Application have been combined to include all necessary information on one page. The new version document number is MO 300-1489 (5-10) and is online at <https://vendorservices.mo.gov>. Please note that this form is for adds, deletes, and changes of any kind to the vendor record. The shaded fields are required in all cases and there is a portion for the financial institution to fill out and sign.

The Vendor Services Portal is a redesign of the Vendor Payment Site. This new site allows a vendor easy access to the new form, to view/download their payment history, and links to Purchasing. Also, the site allows vendors to sign up for email notifications of payments being made to them. The URL for this site is <https://vendorservices.mo.gov>.

Please notify all appropriate staff in your agency to destroy old copies of this form and to promote the Vendor Services Portal.

If you have any questions, please contact Dwayne Rasmussen at (573) 751-4351.