

Vendor Coordination for Debt Collection

February 4, 2020



DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES



Best resources for training on Vendor Coordination

Best resources for training on Vendor Coordination:

- iLearn May 15, 2018 “Executive Order 17-09: Coordination of Vendor Payments
- Department of Revenue has a dedicated email for Vendor Coordination: StateVendor.Matching@Oregon.gov
- DAS created an OAM policy to guide state agencies in their efforts to recover liquidated and delinquent debts from entities to which state agencies are remitting significant payments.
OAM 35.30.90
- SWARM publishes a list of FAQs on its website: <https://www.oregon.gov/das/Financial/Acctng/Pages/vendor.aspx>

Setup Mail Code 444

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S051 UC: 84 STATE OF OREGON 02/06/18 09:13 AM
LINK TO: VENDOR MAIL CODE PROFILE PROD
VENDOR NO: 3987654321 MICKY MOUSE
MAIL CODE: 444 NAME: DEPARTMENT OF REVENUE
SEARCH NAMES: DOR GARNISHMENT
DOR GARN MOUSE, MICKY,
ADDRESS: GARNISHMENTS
PO BOX 14725

CITY: SALEM ST: OR ZIP: 97309
COUNTRY: REGION: TAX RATE:
UPDATE REASON: ADD OWNERSHIP CODE: I LICENSE:
VENDOR CONTACT: HTTPS://REVENUEONLINE.DOR.OREGON.GOV FAX:
TELEPHONE: EXT: ALT VEND NAME: I LTR DATE:
PDT: MA EMAIL: STATEVENDOR.MATCHING@OREGON.GOV PNI:
AGY: 107 CONTACT: MIKE TEST PHONE: 503 373 0264
DIR DEP DATE:

HOLD REASON CODE: STATUS CODE: R
EFF START DATE: 02052018 EFF END DATE: LAST PROC DATE: 02062018

F1-HELP F3-DEL F5-NXT F6-52 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXT
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DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

When an agency receives a garnishment letter from DOR, they need to setup the Vendor with a Mail Code 444. Here is an example of the right way to set up a Mail Code 444

This is the sample letter that agency receives from DOR, when the item is garnishable.

Sample

Date: September 11, 2017
Letter ID: L1326614656

SAMPLETEST
[REDACTED]

Notice of Garnishment - Tax Debt
SAMPLE TEST

[REDACTED] (who is called the "Debtor") owes money to the Oregon Department of Revenue (who is called the "Garnishor"). The debt(s) became subject to garnishment on the date of each warrant identified below. The Debtor's Social Security number or Employer Identification number is [REDACTED].

Account type	Warrant date	Reference number
Personal Inc	Oct 05, 2011	[REDACTED]

THE AMOUNT SUBJECT TO GARNISHMENT IS: \$16,648.93

When the balance is nearly paid, call the Garnishor at (971) 701-1625 for the final balance. Please return a copy of this page with your payment.

This notice garnishes ALL of the following:

- Wages that you owe the Debtor at the time this notice is delivered to you, and all wages that the Debtor earns until the debt (including additional interest) is paid or the garnishment is released by the Garnishor.
- All property of the Debtor (including money) that is in your possession, control or custody at the time this notice is delivered to you.
- All debts that you owe the Debtor at the time this notice is delivered to you, whether or not payment is due on the debt at the time you receive this notice.

YOU MUST ANSWER THIS NOTICE BY COMPLETING THE ATTACHED GARNISHEE RESPONSE WITHIN THE TIME ALLOWED BY LAW, WHETHER OR NOT YOU HOLD ANY OF THE DEBTOR'S PROPERTY OR OWE ANYTHING TO THE DEBTOR. IF YOU DO NOT TRUTHFULLY ANSWER THIS NOTICE, OR YOU DO NOT DELIVER MONEY OR PROPERTY WHEN YOU ARE REQUIRED TO DO SO, YOU WILL BE LIABLE TO THE GARNISHOR.

If you have questions, you should contact an attorney. The Garnishor cannot give you legal advice.

Debtor ID: 05644-22656 Page 1 Garnish ID: 92221
Garnishee ID: 08349-93664 Letter ID: L1326614656

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After activation, A/P must include the garnish ID in the invoice description field. Here is where you'll find the garnish ID.

Sample Payment

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S505 UC: 84 STATE OF OREGON 02/06/18 03:20 PM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 107 DATE 020618 TYPE 4 NO 287 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: 020618 EFF DATE: 020618 DUE DATE: 020618 SERV DATE: 020618
CUR DOC/SFX: VP391852 001 REF DOC/SFX: MOD: AGENCY: 107
TRANS CODE: 222 VOUCHER PAYABLE-NOT ENCUMBERED
INDEX:
PCA: 12370 COO - CRIMINAL JUSTICE POP FORECAST - GF AY: 19
COMP/AGY OBJ: 4200 4200 OFFICE SUPPLIES & MATERIALS
AMOUNT: 00000001000.00 RVS: DISC: 1099: FO: PDT: MA
DOC COUNT: 00001 DOC AMT: 0000001000.00 DOC AGY: 107 CI: PROP #:
INV #: DT: DESC: DOR GARN ID# 92221
VEND/MC: 3987654321 444 NM: DEPARTMENT OF REVENUE
CONT NO: ADDR 1: GARNISHMENTS
WARR NO: ADDR 2: PO BOX 14725
APPN NO: 89901 ADDR 3:
FUND: 7180 ADDR 4:
GL AC/AGY: CITY: SALEM ST: OR ZIP: 97309
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: G38: RTI:

F1-HELP F3-RTI F4-EDIT F5-PRIOR F6-BALANCING F7-DETAILS
F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT
    
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DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Note the addition of the DOR Garn ID #. Also Note the Vendor # and “MC” (Mail Code)

Previous Revenue OnLine site

Vendor Information

Vendor Name	Required		
Id Type	Required	Vendor ID	Required
Amount Payable to Vendor		Required	

New Revenue OnLine site

Vendor Information

Vendor Name	Required		
Id Type	Required	FEIN or SSN	Required
Amount Payable to Vendor		Required	

DOR recently updated the Revenue OnLine site to assist users in entering the correct Vendor ID information.

Any Questions

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