

Electronic Payments

Electronic payments are available to eligible landowners receiving payments from the Board of Water and Soil Resources (BWSR). It is a fast, convenient, and safe alternative to paper checks. Encouraging landowners to opt for the electronic payment system will help landowners receive their payments faster and will help avoid lost checks.

Please note: BWSR staff are not permitted to add landowner bank account information in the Supplier Portal. Electronic payments may not be available when there is a co-payee involved.

Contact the BWSR Easement Section at bwsr.rim@state.mn.us or 651-539-2592 with questions.

To prepare:

- Submit the easement application per the RIM handbook.
- If a landowner is interested in electronic payment, after you receive the notice that their application has been approved by BWSR staff, email the Easement Section at bwsr.rim@state.mn.us to inquire about the landowner's 10-digit **Supplier ID** (formerly called Vendor ID).
- BWSR staff will identify whether the landowner is eligible to receive an electronic payment and, if so, provide the landowner's Supplier ID, which will be needed to apply for electronic payment following the below instructions.
- Adding or changing the direct deposit information requires a two-week verification period.
- The landowner should follow the below instructions to apply for electronic payment.

To apply for direct deposit:

Please request a bank account update through the Supplier Portal <http://mn.gov/supplier>. Find instructions below on how to access the Supplier Portal and how to submit this change:

Go to <http://mn.gov/supplier>.

Please sign in or register for an account if not currently enrolled. Once logged in to the Supplier Portal, navigate to "Manage Profile" > "Initiate Supplier Change" > and Create New Request button. Click **Next** until you reach the "Payment Profile" tab, or you can select the "Payment Profile" tab from the ribbon above. Click the Pencil/Edit icon on the 'Location' that you wish to add direct deposit account information.

- **To Add Direct Deposit:** select the "Add Bank Account" button. Enter your Tax ID Number (no dashes, which was the number you provided to BWSR on your W-9. Then enter in your bank account information (bank name, routing number, bank account number, etc.). Click OK. Click OK again. Click **Next** and continue to the "Submit" tab to submit the change through the system.

- To Change Direct Deposit: select the Pencil/Edit icon. Enter your Federal Tax ID (no dashes) and the full old bank account number. With a successful validation of the Federal Tax ID and bank account number, you will then be able to change the current bank account information. Re-write over the existing information with the new bank account information (bank name, routing number, account number, etc.). Click OK. Click OK again. Click **Next** and continue to the “Submit” tab to submit the change through the system.
- To Remove Direct Deposit: select the Pencil/Edit icon. Enter your Federal Tax ID (no dashes) and the full old bank account number. With a successful validation of the Federal Tax ID and bank account number, you will then be able to view and change the current or “old” bank account information. Check the box to “Remove Bank Account”. Click OK. Click OK. Then click **Next** and continue to the “Submit” tab to submit the change through the system.
- Please find further instructions and resources here:

<https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-sup-portal-update-supplier-profile.pdf>

<https://mn.gov/mmb/accounting/swift/vendor-resources/vendor-reference-guides/>

*Note: Updates to direct deposit through the Supplier Portal **will not** go into effect unless the request has been Submitted. Adding or changing the direct deposit information requires a two-week verification period. During this two-week time, any payments made to you will be issued as paper warrants (checks) and will be mailed to you. Electronic payments will resume to the new bank account after the two-week verification period.*

EFT Helpline email: Efthelpline.MMB@state.mn.us

651-201-8106 (Helpline Phone)

651-797-1305 (Helpline Fax)