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| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | | | | | | **Instructions: Use the following Admin Fee Payment Remittance form to assist DIR with identifying and applying Admin Fees associated with your contract(s). Admin Fees are due the 25th of the month following submission of this report, unless stated otherwise in your Contract, Appendix A.** | | | | | | **Example of Reporting Timeline:** Invoiced sales during the month of January (1st through 31st) must be reported via the Vendor Sales Report by the 15th of the following month (between February 1st - 15th). If the 15th falls on a weekend or holiday, then the VSR is due the following business day. Once DIR processes and approves the submitted VSR, DIR will email the Total Admin Fee (Final Admin Fee + Late Fees (if applicable)) between March 1st – 10th to the Vendor Contract Manager and any other listed contacts. Payment of Admin Fees (via ACH or Check) is due on or before March 25th.  **IF PAYING BY CHECK,** enter your Contract Number(s) on the check memo line (or accompanying form) and enclose the completed Admin Fee Payment Remittance Form and email a copy to: [**adminfee@dir.texas.gov**](mailto:adminfee@dir.texas.gov)**.** | | | | | | **Mail Checks to:**  Department of Information Resources |  | **Express or Overnight Shipping:**  Department of Information Resources | | ATTN: Accounts Receivable |  | ATTN: Accounts Receivable | | PO Box 12728  Austin, TX 78711 |  | 300 West 15th Street, Suite 1300  Austin, TX 78701 | | **IF PAYING BY ACH/EFT PAYMENT,** email a copy of this completed form to:[**adminfee@dir.texas.gov**](mailto:adminfee@dir.texas.gov)**.**  To sign up for ACH payments, [download the form](https://dir.texas.gov/View-Information-For-Vendors/Pages/Content.aspx?id=19) or request a form from [**adminfee@dir.texas.gov**](mailto:adminfee@dir.texas.gov) and allow approximately 30 days for processing. | | | | | | | | | | | |
|  |  |  | | | | |
| **Vendor Name (ABC Company)** |  | | | | | |
| **Vendor Contact Name (John Smith)** |  | | | | | |
| **Vendor Contact Phone** |  | | | | | |
| **Vendor Contact Email** |  | | | | | |
|  | | | | | | |
| **Date of Remittance (MM/DD/YYYY)** |  | | | | | |
| **Month of Sales Reported (YYYYMM)** |  | | | | | |
| **Method of Payment** (ACH or Ck#) |  | | | | | |
| **Contract Number**  (ex.DIR-CPO-XXXX or DIR-TSO-XXXX) | **Total Sales** | | **Admin Fee Percentage** | **Late Fees** (If applicable) | **Admin Fee Payment** | **Notes** |
|  | $ | | % | $ | $ |  |
|  |  | |  |  |  | (Use additional lines for multiple contracts with each Admin Fee Payment) |
|  |  | |  |  |  | (Use additional lines for multiple contracts with each Admin Fee Payment) |
|  |  | |  |  |  | (Use additional lines for multiple contracts with each Admin Fee Payment) |
| **Total Amount Remitted**  **(Admin Fee(s) + Late Fees)** |  | |  |  | $$ |  |