


Attorney/Admin Fee Payments

Purpose	To establish Attorney/Admin Fee withholding
Source Documentation	<ul style="list-style-type: none"> • UDST Table in FMS or F856 Report out of CAATS. • Digitally signed Memo, audit, and pending award from Agent/Attorney Fee Coordinator sent to Finance requesting payment of funds held in suspense.
Receive Electronic notification in Corporate mailbox	Review and verify withholding, Attorney Name, and Vet/claimant info.
Update tracking spreadsheet	Populate columns: attorney name, withholding amount, date of receipt of AFC notification.
Process Attorney Fee	<ol style="list-style-type: none"> 1. Conduct SSD audit using audit worksheet. <ul style="list-style-type: none"> ○ Verify the calculations are correct ○ 20% of the total withholding is the attorney fee <ul style="list-style-type: none"> ▪ 5% administration fee, but not to exceed \$100.00 ▪ The remainder will get paid to the Attorney 2. Review AAFC's audit. 3. "Prior Award (Amount Paid)" and "New Award (Amount Due)" agrees with finance audit. 4. Compare SSD and AAFC's audit <ul style="list-style-type: none"> ○ Verify Retro Amount, Attorney Fee, Assessment Fee amounts agree. ○ Proceed to step 5 if audit worksheets match. ○ If not in agreement, return via email to AAFC for correction. 5. Ensure Attorney is vendorized. <ul style="list-style-type: none"> ○ Verify vendor ID in FMS <ul style="list-style-type: none"> ▪ If not, contact attorney to provide information. 6. Log into FAS with PIV card <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div> <ul style="list-style-type: none"> ○ Type in the station number 7. Type in File Number/SSN 8. Click "Search" button. If it is a valid file number/SSN then the veteran's name should show. Verify it's the correct veteran.

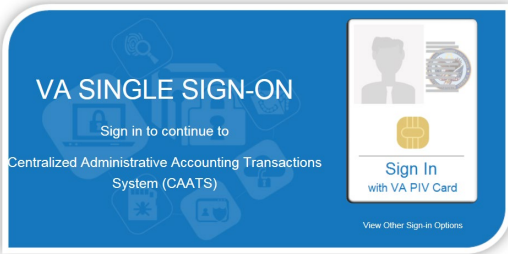
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9. Click "Process Transaction" button.
10. Ensure the Compensation/Pension line is highlighted.
 - Click the process "Participant Transaction" button.
11. Click on "Establish Recurring Deduction (18)" so it' highlighted
 - Click "Next" button.
12. Recurring Deduction Screen:

- Recoup From: Comp (or applicable benefit type)
 - Deduction Type: Attorney Fees (31J)
 - Effective Date: Will auto populate
 - Select "retro-active award" radio button.
 - Original Amount: Type in the total withholding from the SSD audit worksheet.
 - Click the "Transaction Notes" button.
 - Type in "ESTABLISH ATTY FEE WITHHOLDING- Attorney Name"
 - Click "OK" when finished
13. Click Update
 - FAS should automatically print out the transaction to the default printer (or save digitally).
 - Upload FAS prints and SSD audit worksheet as one document to VBMS using standard naming convention of "Financial Transaction (18) – Establish Attorney Fee".
 - Reply to original electronic communication from AAFC that withholding is complete.

Update tracking spreadsheet	Update columns: date 18 established, date notify AAFC 18 transaction complete, UDN number.
Purpose	Release funds to attorney and process assessment fee
Source Documentation	<ul style="list-style-type: none"> ● Digitally signed Memo from AAFC and SSD Attorney Fee Spreadsheet
Receive Electronic notification in Corporate	<ul style="list-style-type: none"> ● Review memo against SSD Attorney Fee spreadsheet, verify total amount withheld, Assessment Fee, amount to be released, Attorney Name, and Vet/claimant info.

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mailbox	
Releasing Attorney Fee/ Admin Fee	<ol style="list-style-type: none"> 1. All payments must be made from suspense fund 6279. 2. If funds are in suspense fund 3875, process a 'Within Station Transfer' to move funds to suspense fund 6279. 3. Log into CAATs using PIV card.
Log into CAATS	<div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> 4. Click on "Payments" and select "Suspense Payments" from the drop-down box. 5. Click on "Add Document" (*Note- Ensure you have the correct station selected before clicking "Add Document") Insert the following information: 6. Vendor Code: <ul style="list-style-type: none"> ○ Attorney—Vendor ID (VIN) <ul style="list-style-type: none"> ▪ Found in FMS under the VNAM screen. <pre style="font-family: monospace; font-size: 0.8em; margin: 10px 0;"> ACTION: S TABLEID: VNAM USERID: S333 TLB *** VENDOR NAME INQUIRY SCREEN *** KEY IS VENDOR NAME, ZIP CODE, VENDOR CODE 01- NAME: ZIP: VEND: ADDR1: SSN/TX: CRMT: ADDR2: VTYP: 1099: CITY: ST: LAST PMT: HOLD: LEVY: 02- NAME: ZIP: VEND: ADDR1: SSN/TX: CRMT: ADDR2: VTYP: 1099: CITY: ST: LAST PMT: HOLD: LEVY: 03- NAME: ZIP: VEND: ADDR1: SSN/TX: CRMT: ADDR2: VTYP: 1099: CITY: ST: LAST PMT: HOLD: LEVY: 04- NAME: ZIP: VEND: ADDR1: SSN/TX: CRMT: ADDR2: VTYP: 1099: CITY: ST: LAST PMT: HOLD: LEVY: </pre> <ol style="list-style-type: none"> 7. Vendor Name and Address: <ul style="list-style-type: none"> ○ Attorney: will populate from VIN of attorney. ○ Check OGC website for additional Attorney information. 8. Treasury Offset Eligible: will populate based on Vendor ID in #4. <ul style="list-style-type: none"> ○ Attorney Fee and Other Transactions—Treasury Offset Eligible (ZS) 9. Amount: <ul style="list-style-type: none"> ○ Amount of Payment per memo. Verify this amount matches amount in suspense. 10. Invoice Date: <ul style="list-style-type: none"> ○ Date of memo 11. Description: (For internal use only) <ol style="list-style-type: none"> a. Attorney Fee: ATTY fee (Veterans Last Name)/(Attorney last name) 12. Click "Save" to save header information.

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<p>Establishing Line Item</p>	<p>Add Line Item:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Line Items</u></p> <p>Total: \$0.00 Header Total: \$100.00 Difference: \$100.00</p> <div style="border: 1px solid black; padding: 5px;"> <p>Line 01</p> <p>Vendor Inv: <input type="text"/></p> <p>Unapplied Deposit Number: <input type="text"/> *</p> <p>Amount: <input type="text"/> *</p> <p>Description: <input type="text"/></p> <p>Save Save And Finish Cancel</p> </div> <p style="text-align: right; font-size: small;">Total Lines: 1</p> </div> <p>LINE 1:</p> <ol style="list-style-type: none"> 1. Vendor Invoice: No spaces, punctuations, special character input allowed. <ul style="list-style-type: none"> ○ Veterans last name and last four of the file number 2. Invoice Date: <ul style="list-style-type: none"> ○ Date of Memo 3. Unapplied Deposit #: <ul style="list-style-type: none"> ○ 334XXXXXXXXXX ATTORNEY FEE/VETERAN <ul style="list-style-type: none"> • Station #, X's = Veteran's file number. Found on UDST under fund 6279. (UDST table is found in FMS) 4. Amount: <ul style="list-style-type: none"> ○ Amount of payment per memo. 5. Description: <ul style="list-style-type: none"> ○ Attorney Fee: ATTY fee (Veterans Last Name)/(Attorney last name) Click "Save"
<p>Notes</p>	<p>Notes are optional, not required</p>
<p>Attachments</p>	<p>Attachments are required.</p>
<p>Submit</p>	<p>Scroll back to the top of the page and click "Action" then select "Submit" from the dropdown box. Then click "Go"</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>ZS/ZE Transaction</u></p> <p>Station: 106 Status: Approved Action: <input type="button" value="Exit"/> <input type="button" value="Go"/> <input type="button" value="Copy"/></p> </div>
<p>Admin Fee</p>	<ol style="list-style-type: none"> 1. All Transfers must be made from suspense fund 6279. 2. If funds are in suspense fund 3875, process a 'Within Station Transfer' to move funds to suspense fund 6279. (See CAATS Manual for step-by-step process.) 3. Click on Cost/Revenue-Suspense Transfer: Within Station Transfer 4. Click: Add Document (*Note- Ensure you have the correct station selected before clicking Add Document) 5. Header Total: This will be 5% of the withholding, but not to exceed \$100.00. 6. Click "Save" to save header information.

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Establishing Line Item	<p>Add Line Item:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Line Items</p> <p>Total: \$0.00 Header Total: \$100.00 Difference: \$100.00</p> <p>Line 01</p> <p>From:</p> <p>Budget Fiscal Year: 2013 * Fund: * FCP: None * Vendor Code: Other * Ven. Address Code: * Description: * Amount to Transfer: *</p> </div> <p>LINE 1: (Under the from portion) (complete section)</p> <ol style="list-style-type: none"> 1. Budget Fiscal Year: Ensure it's set to the FY of the release memo 2. Fund: 6279 3. Vendor Code: Make sure it is the correct station VAXXX 4. Unapplied Deposit #: <ul style="list-style-type: none"> ○ Description: 334XXXXXXXXXXXX ATTORNEY FEE/VETERAN <ul style="list-style-type: none"> ▪ Station #, X's = Veteran's file number. Found on UDST under fund 6279.
	<ol style="list-style-type: none"> 5. Description: Admin Fee- (Veterans Last Name)/(Attorney last name) 6. Amount to Transfer: This will be 5% of the withholding, but not to exceed \$100.00. Should match the header. <p>Under the "To" portion</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>To:</p> <p>Budget Fiscal Year: 2013 * Fund: * FCP: None * Vendor Code: Other * Ven. Address Code: * Description: *</p> <p style="text-align: right; font-size: small;">Total Lines: 1</p> </div> <ol style="list-style-type: none"> 7. Budget Fiscal Year: Match the same FY from step one 8. Fund: 3220-Proprietary receipts (VBA) 9. Revenue Source Code: 1000 10. Vendor Code: Make sure it the correct station VAXXX 11. Description: Admin Fee- (Veterans Last Name)/(Attorney last name) 12. Click "Save"
Notes	Notes are optional, not required
Attachments	Attachments – Attorney Fee memo is required
Submit	Scroll back to the top of the page and click "Action" then select "Submit" from the dropdown box. Then click "Go"
Create Form 1047	1. Open up Suspense payment in CAATs transaction

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Suspense Payment Transactions

Station: 106 Status: All Active Document ID: Created By: All

Add Document Export Format: PDF Export

Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated
Approved	1063056C000	Richard Tyler	11/26/2012	Richard Tyler	11/26/2012	Richard Tyler	11/26/2012	1	\$100.00	11/26/2012

2. Click view on item in CAATs you just created. (verify dollar amount.)
3. Click generate 1047 form.
4. Click open.
5. Find "Schedule No." on top right-hand side of form, and type the words "Claim #", and add Veteran's claim number.
6. In "Paid" block, type in the date and VARONAME
7. On lines 9,10,11 type Veteran's Name, and the words "FOR ATTORNEY FEES"
8. On line 13 type the total deposit amount
9. Insert new line (14) type "minus assessment fee" and the assessment fee amount.
10. Find "Schedule No." on top right-hand side of form, and type the words "Claim #", and add Veteran's claim number.

Standard Form 1047
September 1973
1 TFRM 4 2000
1047-106

**PUBLIC VOUCHER
FOR REFUNDS**

Voucher No.
1063056C000
Schedule No.

U.S. Department of Veterans Affairs Medical & Regional Office Center

Location: 106, ALAC TEST SITE, 1615 WOODWARD ST, AUSTIN, TX, 78772

Appropriation or Fund: 3875

To Address	MISCVET Hamison Taylor 1234 El Dorado Drive El Dorado, TX 78772	PAID BY
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Deposit received from the above-named depositor on _____
for _____
has been applied as herein stated and the balance indicated is returned herewith:

Amount of deposit \$ _____
Applied as explained in "Remarks" below

Balance authorized to be refunded \$100.00

Remarks: Refund

Sta: 106 (Sign original only) Richard Tyler 11/26/2012
Title: _____

Refunded by

Check No. _____
Cash, \$ _____ on _____
(Signature of payee) _____ (Sign original only)

Other method, \$ _____ (Describe)

*U.S. GOVERNMENT PRINTING OFFICE: 1990 242-081/80319
Created By: Richard Tyler 11/26/2012

11. In "Paid" block, type in the date and VARONAME
12. On lines 9,10,11 type Veteran's Name, and the words "FOR ATTORNEY FEES"
13. On line 13 type the total deposit amount
14. Insert new line (14) type "minus assessment fee" and the assessment fee amount
15. On line 16 type in the amount paid to the attorney.
16. Print one copy and mail to the attorney.

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	17. Save to PDF (Converting Documents to PDF Job Aid)
Upload Form 1047 to VBMS	Upload to VBMS using standard naming convention of "Public Voucher (Form 1047) Attorney Fee Release".
Notification to AAFC	Reply to original e-mail from AAFC that payment is complete.
Update Tracking Spreadsheet	Update columns: date release memo received, payment release / 1047 date, date 1047 uploaded to VBMS, date notify AAFC transaction is complete.