

Attorney/Admin Fee Payments

Purpose	To establish Attorney/Admin Fee withholding
Source Documentation	<ol style="list-style-type: none"> 1. UDST Table in FMS or F856 Report out of CAATS. 2. AAFC 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 a SSD audit using audit worksheet. <ol style="list-style-type: none"> a. Verify the calculations are correct b. 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 <ol style="list-style-type: none"> a. Verify Retro Amount, Attorney Fee, Assessment Fee amounts agree. b. Proceed to step 5 if audit worksheets match. c. 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 • If not, contact attorney to provide information. 6. Determine the transaction(s) you need to process: <ol style="list-style-type: none"> a. 31J - When a retro payment is <u>sufficient</u> to offset the withholding (e.g. Military Retirement Pay, Incarceration, Survivor Benefit Plan payment, etc.) and / or overpayment (e.g. 30B), as well as the entire 20% attorney fee; b. 31J and 06A - When a retro payment is sufficient to offset the withholding (e.g. Military Retirement Pay, Incarceration, Survivor Benefit Plan payment, etc.) and/or overpayment, as well as <u>part</u> of the 20% attorney fee; c. 06A - When a retro payment is sufficient to offset the withholding (e.g. Military Retirement Pay, Incarceration, Survivor Benefit Plan payment, etc.) and/or overpayment but <u>none</u> of the 20% attorney fee; or d. 06A - When a retro payment is <u>not sufficient</u> to offset the entire withholding (e.g. Military Retirement Pay, Incarceration, Survivor Benefit Plan payment, etc.) and/or overpayment and the 20% attorney fee. 7. Log into FAS with PIV card

Attorney/Admin Fee Payments

- Type in the station number
- 8. Type in File Number/SSN
- 9. Click “Search” button. If it is a valid file number/SSN then the veteran’s name should show. Verify it’s the correct veteran.
- 10. Click “Process Transaction” button.
- 11. Ensure the Compensation/Pension line is highlighted.
 - Click the process “Participant Transaction” button.
- 12. Click on “Establish Recurring Deduction (18)” so it’ highlighted
 - Click “Next” button.
- 13. 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
- 14. Click Update
 - FAS should automatically print out the transaction to the default printer (or

Attorney/Admin Fee Payments

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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:             EFT:   1099:
     CITY:              ST:   LAST PMT:       HOLD:  LEVY:
02-  NAME:                ZIP:                VEND:
     ADDR1:             SSN/TX:             CRMT:
     ADDR2:             VTYP:             EFT:   1099:
     CITY:              ST:   LAST PMT:       HOLD:  LEVY:
03-  NAME:                ZIP:                VEND:
     ADDR1:             SSN/TX:             CRMT:
     ADDR2:             VTYP:             EFT:   1099:
     CITY:              ST:   LAST PMT:       HOLD:  LEVY:
04-  NAME:                ZIP:                VEND:
     ADDR1:             SSN/TX:             CRMT:
     ADDR2:             VTYP:             EFT:   1099:
     CITY:              ST:   LAST PMT:       HOLD:  LEVY:

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7. Vendor Name and Address:
 - 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.
 - Attorney Fee and Other Transactions—Treasury Offset Eligible (ZS)
9. Amount:
 - Amount of Payment per memo. Verify this amount matches amount in suspense.
10. Invoice Date:
 - Date of memo
11. Description: (For internal use only)
 - a. Attorney Fee: ATTY fee (Veterans Last Name)/(Attorney last name)
12. Click “Save” to save header information.

Establishing Line Item

Add Line Item:

Line Items

Total: \$0.00 Header Total: \$100.00 Difference: \$100.00

Line 01	
Vendor Inv:	<input type="text"/>
Unapplied Deposit Number:	<input type="text"/> *
Amount:	<input type="text"/> *
Description:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Save And Finish"/> <input type="button" value="Cancel"/>	

Total Lines: 1

LINE 1:

1. Vendor Invoice: No spaces, punctuations, special character input allowed.
 - Veterans last name and last four of the file number
2. Invoice Date:
 - Date of Memo
3. Unapplied Deposit #:
 - 334XXXXXXXXXX ATTORNEY FEE/VETERAN
 - Station #, X's = Veteran's file number. Found on UDST under fund 6279. (UDST table is found in FMS)
4. Amount:
 - Amount of payment per memo.

Attorney/Admin Fee Payments

	<p>5. Description:</p> <ul style="list-style-type: none"> ○ Attorney Fee: ATTY fee (Veterans Last Name)/(Attorney last name) Click "Save" 																							
Notes	Notes are optional, not required																							
Attachments	Attachments are required.																							
Submit	<p>Scroll back to the top of the page and click "Action" then select "Submit" from the dropdown box. Then click "Go"</p> <p style="text-align: center;"><u>ZS/ZE Transaction</u></p> <hr/> <p>Station: 106 Status: Approved Action: <input type="button" value="Exit"/> <input type="button" value="Go"/> <input type="button" value="Copy"/></p>																							
Admin Fee	<p>1. RO Finance will submit the assessment fee information to the Administrative and Loan Accounting Center (ALAC)'s Accountant on a Miscellaneous Transfer Form (MTF), including the ZS payment document ID and amount.</p> <ul style="list-style-type: none"> ○ Check the VEN2 table to make sure the vendor code is valid. ○ Make sure the person that digitally signs the MTF is on your current Delegation of Authority in the transfer section <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">Expense Transfers, Journal Vouchers, and Accounts Receivable Offsets</td> <td style="width: 30%; padding: 5px;">Cost / Revenue – Suspense Transfer</td> <td style="width: 30%; padding: 5px;">Primary:</td> </tr> <tr> <td></td> <td></td> <td style="padding: 5px;">Alt:</td> </tr> <tr> <td></td> <td></td> <td style="padding: 5px;">Alt 2:</td> </tr> </table> <p>2. ALAC will process a transaction transferring the 5%, or up to \$100, assessment fee to the GOE and provides the transaction information / documentation to the RO Finance.</p> <p>3. Please note that you cannot process this transaction in CAATS. CAATS was not built for this type of transfer. The transfer necessary to process this transaction is a TR 44 with Revenue Source Code 3011. TR 44 is a brand-new transaction code / type combination as well as Revenue Source Code 3011. Both were specially made just for us and GOE Assessment Fees.</p> <p>4. The DNA of this transaction is commercial, so it requires a commercial vendor code. Because these assessment fees are related to attorney fees, the appropriate vendor code would be the attorney's vendor code.</p>	Expense Transfers, Journal Vouchers, and Accounts Receivable Offsets	Cost / Revenue – Suspense Transfer	Primary:			Alt:			Alt 2:														
Expense Transfers, Journal Vouchers, and Accounts Receivable Offsets	Cost / Revenue – Suspense Transfer	Primary:																						
		Alt:																						
		Alt 2:																						
Create Form 1047	<p>1. Open up Suspense payment in CAATs transaction</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p style="margin: 0;">Suspense Payment Transactions</p> <p style="margin: 0;">Station: 106 Status: All Active Document ID: Created By: All</p> <p style="margin: 0;">Add Document Export Format: PDF Export</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Status</th> <th>Document ID</th> <th>Created By</th> <th>Created</th> <th>Submitted By</th> <th>Submitted</th> <th>Reviewed By</th> <th>Reviewed</th> <th>Items</th> <th>Total</th> <th>Updated</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="View"/> <input type="button" value="Copy"/></td> <td>Approved</td> <td>1063056C000</td> <td>Richard Tyler</td> <td>11/26/2012</td> <td>Richard Tyler</td> <td>11/26/2012</td> <td>Richard Tyler</td> <td>11/26/2012</td> <td>1</td> <td>\$100.00</td> <td>11/26/2012</td> </tr> </tbody> </table> </div> <p>2. Click view on item in CAATs you just created. (verify dollar amount.)</p> <p>3. Click generate 1047 form.</p> <p>4. Click open.</p>	Status	Document ID	Created By	Created	Submitted By	Submitted	Reviewed By	Reviewed	Items	Total	Updated	<input type="button" value="View"/> <input type="button" value="Copy"/>	Approved	1063056C000	Richard Tyler	11/26/2012	Richard Tyler	11/26/2012	Richard Tyler	11/26/2012	1	\$100.00	11/26/2012
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Attorney/Admin Fee Payments

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	
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)		
<small>*U.S. GOVERNMENT PRINTING OFFICE: 1990 262-081/90319 Created By: Richard Tyler 11/26/2012</small>		

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.
17. Save to PDF ([Converting Documents to PDF Job Aid](#))

Upload Form 1047 to VBMS/ALAC Transaction documentation	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.