



PAYMENT REQUEST FORM

The requested item and amount must be approved in your Support Plan and Budget
DO NOT use your own money to pay vendors. ACS-FMA CANNOT reimburse you.

ATTACH A VENDOR COST QUOTE OR VALID INVOICE WITH THIS PAYMENT REQUEST FORM

ACS, Inc.
P.O. Box 27460
Albuquerque, NM 87125

Phone: 1-866-916-0310
FAX: 1-866-302-6787

Participant Name

Participant Signature

Medicaid Card Number

Waiver Service Procedure Code/Modifier

Describe Item Being Purchased

Request Date

Full Payment Amount (including all taxes)

Payee Name (Vendor Name)

Vendor Federal Tax ID#

Address Line 1

Address Line 2

City

State

Zip

CHECKS WILL BE MAILED TO PARTICIPANT OR EMPLOYER OF RECORD

Instructions:

1. "Request Date" and purchase must be within date of current approved Mi Via budget
2. The "Waiver Service Procedure Code and Modifier" field must be filled in correctly
3. The request MUST BE APPROVED on the SSP Worksheet and Budget
4. Payment amount must include price of good or service and all applicable taxes
5. Submit a cost quote or Standard Invoice as required with this payment request form

Payment Request Form (PRF) Information

What is the Payment Request Form (PRF) used for?

When you use your Mi Via funds to buy goods or services from provider agencies or vendors, you will need to fill out a Payment Request Form, attach an invoice and fax or mail it to ACS.

What goods and services can I buy?

Any items listed in your approved budget and Support Plan worksheet.

How do provider agencies, vendors and contractors get paid?

ACS-FMA will create a check for a provider agency, vendor or contractor and mail it to the Mi Via participant. He or she must give it to the provider agency, vendor or contractor.

Direct deposit is available to specific provider agencies and contractors.

Can ACS-FMA repay Mi Via participants for goods and services?

No. ACS-FMA **cannot** repay Mi Via participants for goods or services they may buy. Goods and services can only be paid by following the steps outlined above. Checks **must** be issued to the provider. Purchasing agents are not permitted in Mi Via.

What information should be sent with the Payment Request Form?

You must include a quote or invoice from the provider agency, vendor or contractor with the Payment Request Form. It should include **all** taxes and fees. The amount on the quote or invoice must be in your approved budget and your Support Plan worksheet. Please be sure to completely fill out the PRF.

Provider agencies, vendors and contractors may also need to send in a W-9 and Vendor Agreement. These will be included in the packet of provider information.