

SWCD Information on Electronic Payments for RIM Easements

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, even when they are not always at their primary residence.

A landowner is usually eligible for payment when there is one bank account associated with the easement or conservation practice payee. Payees are likely eligible if they are a single person or entity, or a couple with a joint bank account. Ineligible payees include those with co-payees such as lenders or 1031 exchange entities, as well as those with more complicated ownership situations such as a group of siblings who wish to be co-payees.

Eligible landowners who wish to receive electronic payments from the State must obtain a User ID and enter their bank account information into the [Minnesota Supplier Portal](#) using the instructions on the following pages. BWSR staff are not permitted to add landowner bank account information in the Supplier Portal, and we do not advise SWCD staff to handle landowner private financial information.

To prepare:

- During initial payment conversations with landowners, inform them that electronic payment is an option that has benefits for many landowners.
- Submit the easement application per the RIM handbook. If the landowner is interested in electronic payment, check the appropriate response on page 2 of the Agreement Information Form.
- BWSR will confirm if they are eligible for electronic payment, and if so, provide the information needed for the landowner to enroll online at the time the RIM Agreement is approved.
- The landowner will then use the Supplier ID number provided by BWSR to create a User ID and password in the State of Minnesota's Supplier Portal. After creating a User ID, they will need to sign in and enter their bank account information online as described on the following pages.
- Adding or changing the direct deposit information requires a two-week verification period.
- Districts may assist with this process, but it is advised that they do not receive private financial information from the landowner.

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

You may also reach out to the EFT Helpline at Efthelpline.MMB@state.mn.us or 651-201-8106.

Landowner Instructions to Enroll Online for an Electronic RIM Easement Payment

If a landowner wishes to receive an electronic RIM easement payment, they must complete the following steps upon receiving their 10-digit Supplier ID number from BWSR.

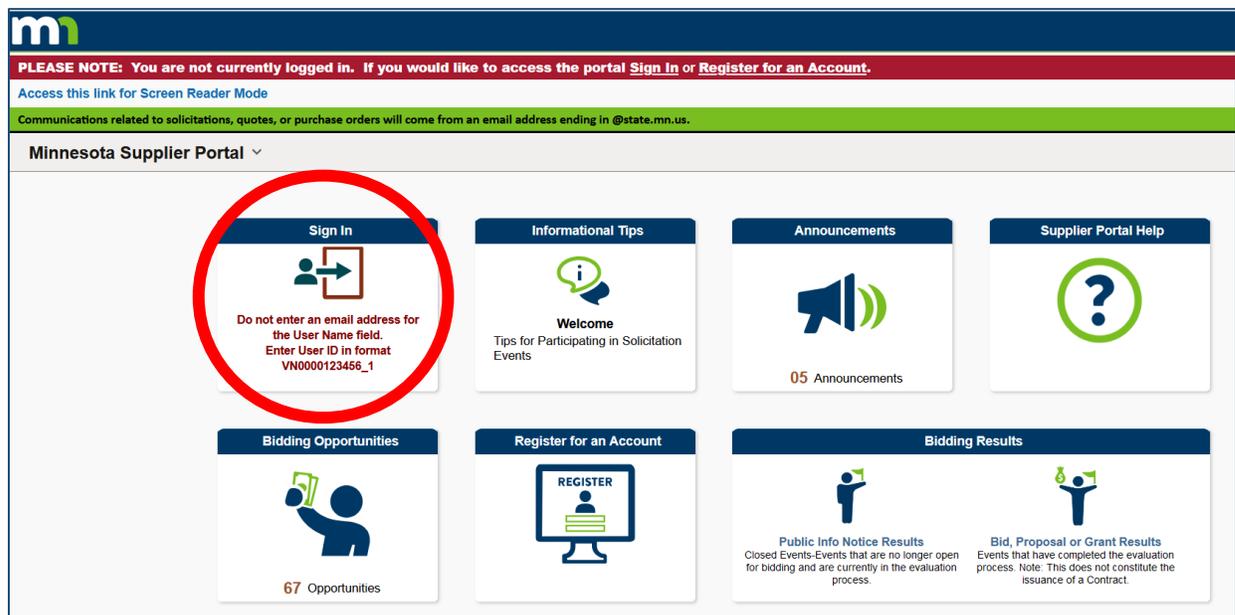
1. Create a User ID to access the State of Minnesota Supplier Portal:

Contact the **Electronic Funds Transfer (EFT) Helpline** at efthelpline@state.mn.us or call **651-201-8106**, Monday–Friday, 9:00 a.m. – 3:00 p.m.

Provide the 10-digit **Supplier ID** number provided by BWSR and ask the EFT Helpline for assistance in obtaining a User ID and password in order to enter bank account information through the Minnesota Supplier Portal.

2. Enroll for Electronic Payment:

- a. Sign in to the [Minnesota Supplier Portal](http://mn.gov/supplier) with the **User ID** obtained from the **EFT Helpline**:
<http://mn.gov/supplier>



b. Update Supplier Information

Once logged in:

- Go to **“Manage Profile”**
 - Select **“Initiate Supplier Change”**
 - Click **“Create New Request”** to start your update.
- c. Click **Next** until you reach the **“Payment Profile”** tab, or you can select the **“Payment Profile”** tab from the ribbon above.
 - d. Click the **Pencil/Edit** icon on the **‘Location’** that you wish to add direct deposit account information.

- e. 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.
- f. 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 Make Changes:

Sign in to the Supplier Portal using your User ID at <http://mn.gov/supplier> (as described above).

- To Change Direct Deposit Bank Account: 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/>

*Notes: 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.*