

GUIDELINES FOR CLIENT OR VENDOR PAYMENTS

******* FOR REIMBURSEMENT TO CLIENTS *******

Two forms must be completed.

1. The Ramsey County Claim Form: client must fill in name, address at the top of the form. They must sign, date and add their social security number.
2. Must fill out a W-9 form.

Documents needed for reimbursement are:

- A receipt that includes the client name, vendor name, amount paid and items paid for (this is important: the bill must be itemized). We cannot accept a bill as paid if the only documentation is the client marking that it as paid.
- Original receipts are preferred. If the client needs to keep the receipt, the counselor will initial and date the receipt for the date it is being submitted for payment, copy the receipt and return the original to the client.
- If there is not a receipt, a copy of the cancelled check (front and back) can be used along with the documentation that shows the debt is the client's.
(Examples of documentation: copy of payment coupon, bill remittance, etc.)

******* FOR PAYMENT TO VENDORS *******

- The bill/invoice (the full page) is needed to have a payment sent to vendors not just the remittance portion.
- Vendor must complete a W-9 if they are not already in the Aspen system.
- Requests for payment to a car repair shop, doctor or dentist, etc. must be accompanied by an itemized invoice or bill that documents what services were provided.