



STATE OF ALABAMA
Department of Finance
Office of Indigent Defense Services

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Robert Bentley
Governor

Chris E. Roberts
Director

Bill Newton
Acting Director of Finance

MEMORANDUM

DATE: 8/5/2015
TO: All Attorneys, Experts, Investigators, and Court Reporters
FROM: Chris E. Roberts, Director *CR*
SUBJECT: STAARS Vendor Self Service (VSS) www.vendors.alabama.gov

You should have received a letter sent to all State vendors on 7/13/2015 explaining the benefits of STAARS VSS and requesting that the account be activated as soon as possible. The VSS is used to register a new Tax ID Number (TIN) or enter a change of address or contact information. You will also have the option of signing up for electronic funds transfer (EFT) payments after 10/5/2015. **This new process will not change the way that you currently submit claims for indigent defense services.**

An attorney who works with a firm will need to make two entries in VSS when registering a new TIN for that firm. For example, Leslie Jones, who works for the firm of Smith, Jones, and Williams, PC wants payments to be made using the TIN of the firm. The attorney will register in the following manner:

Smith, Jones, and Williams, PC
100 Union Street
Anytown, AL 36699

AND

Leslie Jones
Smith, Jones, and Williams, PC
100 Union Street
Anytown, AL 36699

Payment is made to the appointed attorney and the income is reported under the firm's TIN. Similarly, if an attorney wants to register the address for a factoring firm that advances funds, he or she would enter the mailing address for the factoring firm in addition to the attorney's address:

Leslie Jones
Factoring Firm Address
Anytown, AL 36699

For technical questions, please call 334-353-9000 or email Staars.support@finance.alabama.gov. Any other questions can be directed to oids@oids.alabama.gov or call 334-242-7059. The Staars VSS memo is available at http://staars.alabama.gov/news_detail.aspx?ID=9740.