STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION

TOPIC	ELECTRONIC PAYMENTS	SUB-SECTION 14.10.10
SECTION	PAYMENT TYPES	ISSUANCE DATE August 4, 2010
SUB-SECTION	THIRD PARTY PROCESSING FOR NON-PORTAL PAYMENTS	REVISED - 2018

THIRD PARTY PROCESSING FOR NON-PORTAL PAYMENTS

Third party processing is defined by DFA as direct or indirect payments to vendors to support internal business functions for fulfillment of orders and completion of transactions initiated in person or through the Internet. These transactions may include, but are not limited to, the collection of taxes, issuance of licenses, production of reports, and other collections or payments for services conducted by agencies.

Sections 7-7-1 and 7-7-9, Miss. Code Ann. (1972) refer to the accounting of all state financial transactions and reporting requirements as required by the State Fiscal Officer. Section 7-7-9, Miss. Code Ann. (1972), directs DFA to maintain a complete system of general accounting to record the financial transactions of every state department, division, officer, board, commission, institution or other agency owned or controlled by the State, except those agencies specifically exempted. Additionally, to continue our commitment to transparency in state government and provide visibility, openness, and accessibility to financial activity for Mississippi taxpayers, DFA provides access to a variety of financial data that is updated regularly relating to budget, contracts, third party fees, revenue, travel, and vendors.

Any costs incurred directly (by an agency) or indirectly (passed directly to the consumer) for a party to complete agency business transactions must be reflected as a cost of doing business for the agency. To do otherwise would not fully disclose costs of the State to conduct business or reflect revenue generated by a vendor providing services under contract for the State. Likewise, any charge to the consumer for processing these transactions should be recognized by the agency as revenue. This recording of costs and revenues must be processed in MAGIC within five (5) working days after the end of the quarter in which the amounts were incurred.

Certain third party processing fees may be approved for exemption from reporting by DFA. To apply for exemption, email request to the Bureau of Financial Documents at OFM-BFD@DFA.ms.gov. DFA will issue a written response within ten (10) business days of receipt of the exemption request. The written response by DFA will be considered the final determination.