

---

# Mississippi Management and Reporting System

---

Department of Finance and Administration

<b>MIRS Policies and Procedures</b>		
2108	SPAHRs Deduction Code Change Request	Revision Date: 04/19/2017
		Version: 5

### SPAHRS Deduction Code Change Request Form

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor's Email Address: \_\_\_\_\_

Agency: \_\_\_\_\_ Phone No: \_\_\_\_\_

Agency Number: \_\_\_\_\_ Requested Effective Date \_\_\_\_\_

Reason for Change:

\_\_\_\_ Deduction not on table      Vendor Name: \_\_\_\_\_  
Vendor Number: \_\_\_\_\_

After-Tax: \_\_\_\_\_ Pre-Tax: \_\_\_\_\_

\_\_\_\_ Vendor Name Change\*      Deduct Code: \_\_\_\_\_  
Old Name: \_\_\_\_\_  
New Name: \_\_\_\_\_

\_\_\_\_ Vendor Number Change      Deduct Code: \_\_\_\_\_  
Old Number: \_\_\_\_\_  
New Number: \_\_\_\_\_

\_\_\_\_ Other      Deduct Code: \_\_\_\_\_

Please Explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### SPAHRS Use Only

New Code: \_\_\_\_\_ Description: \_\_\_\_\_

New Code: \_\_\_\_\_ Description: \_\_\_\_\_

New Code: \_\_\_\_\_ Description: \_\_\_\_\_

Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

Submit Form to: Department of Finance and Administration/MMRS  
Robert Clark Building  
301 North Lamar Street, Suite 400  
Jackson, MS 39201

FAX to: MMRS Call Center at (601) 359-6551

E-mail to: [MASH@dfa.ms.gov](mailto:MASH@dfa.ms.gov)

**You must also submit a request to DFA/BFC to add or change the SPAHRS SAAS Vendor Table: Form 17.20.05 Vendor File Maintenance Form Rev. No. 11-004 (located in the DFA MAAPP Manual).**