



DEPARTMENT OF VETERANS AFFAIRS
810 Vermont Avenue, NW
Washington, D.C. 20420

October 4, 2007

Dear Fee Vendor:

For more than a decade, the Department of Veterans Affairs (VA) has used Government purchase cards – now called the SmartPay program – to purchase and pay for goods and services. In fiscal 2006, VA disbursed over \$5 Billion to vendors with SmartPay cards. The VA has been so satisfied with the efficiencies achieved through the use of the SmartPay card that we are looking to expand its use, and plan to use the card as a Preferred Payment mechanism for all types of transactions.

Since 2003, VA has used the SmartPay card to make Fee payments. Fee payments are made to firms such as yours, who offer medical services and supplies directly to veterans who have been authorized to seek treatments at a provider of their choice. This program, which is now nationwide, offers a streamlined payment process that speeds your payments.

VA will pay your invoice with the purchase card. You will receive an electronic payment from a credit card processor, and will be provided a tool to electronically track Fee payments. Additionally, an Explanation of Benefits (EOB) letter will be mailed to you, so that you have a paper record of the payment.

Our partner in this project, 3Delta Systems, will provide you with a special merchant account for these transactions that will keep these transactions separate and distinct from any credit card transactions you currently process. Fill out and sign the form on the web site, attaching a voided check to insure deposits go to the correct account. You can be up and running under this program in less than two weeks. Alternatively, your current merchant processor may be able to participate in the program. If you prefer to run the Fee transactions through your current card processor, please fill out the alternate processor document and our team will determine your eligibility. Our experience has been that this process may take 8-10 weeks.

We appreciate your cooperation as we work together to improve our payment process and make it as efficient as possible. For more information please contact 3Delta Systems at 877-223-3322. To speak directly with a VA representative with general questions on this program, please contact the Fee Purchase Card Help Line at 303-398-7115.

Sincerely,


Patricia J. Gheen
Chief Business Office