

MARYLAND DEPARTMENT OF TRANSPORTATION
Maryland Transportation Authority
Monthly Payment Report Forms E & F
DOs and DON'Ts

DOs

- DO use the new payment report form sent each month.
- DO insert lines into the payment report form, if needed, to report all payments made during the reporting period. No need to submit separate forms to report payments that exceed the number lines on the form (6 lines for Prime forms, 8 lines for sub forms).
- DO retain the subject line and file name from the form email when the submitting monthly payment report form.
- DO contact your contract's compliance officer if you notice any discrepancies on the monthly payment report form.
- DO apply the 60% rule to payments received by a firm listed as a supplier on the approved D/MBE plan, for supplier services.
- DO report open invoices per COMAR 21.11.03.13:
 - Prime Contractors – per COMAR 21.11.03.13(3), report “any unpaid invoices over 30 days old received from a certified D/MBE subcontract, and the reason payment has not been made”.
 - MBE Subcontractors – per COMAR 21.11.03.13(4)(b), report “invoices for which the subcontractor as not been paid.”

DON'Ts

- DO NOT make a COPY of the form and use for future submissions. A new monthly payment report form is sent every month.
- DO NOT send a PDF version of the monthly payment report. The form needs to be emailed to MDTA in its original Excel format.
- DO NOT alter the forms in any way. In order to process the information properly, iFMIS requires data to appear in certain areas of the form, and in a certain format.
- DO NOT enter “check # 111111” or “ACH” in the ‘Check # or EFT Confirmation #’ column/cells; enter the check, ACH, or EFT numbers only (i.e. 111111).
- DO NOT use links or formulas in the Excel spreadsheet form; iFMIS is not able to process this information.
- DO NOT automatically submit copies of cancelled checks or invoices with your monthly payment report. Monthly submission of these items is no longer required.
- DO NOT skip lines or leave blank lines between paid invoices listed on the monthly payment report; iFMIS stops processing payment information at the first blank row.