
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
2108	SPAHRs Deduction Code Change Request	Revision Date: 01/26/2016
		Version: 4

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
210 East Capitol Street
1400 Regions Plaza
Jackson, MS 39201

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

E-mail to: 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).