

BOND PAYMENTS

Online bond payment transactions must have sufficient funds in the account in order to process. Funds will not be available for withdrawal or transfer prior to bond payment. Choose one of the below payment options.

Option 1: Depositor directly notifies the Bond Department, State Treasurer's Office

1. At least 20 days prior to the payment due date, notify the Bond Department, State of Kansas Treasurer's Office, that payment will be made through your MIP account (K.S.A. 10-130). Email municipality name, bond payment due date, and payment amount to the Bond Department using the below email address:

Bonds@treasurer.ks.gov

2. Deposit funds in MIP **OMIP account** 1 day prior to creating online bond payment transaction. **Fixed rate accounts used for bond payments must mature on the Effective Date of the Transaction** (one working day prior to the payment due date).

3. Create online bond payment transaction at **least 4 business days before** the Effective Date of Transaction (one working day prior to the payment due date). The MIP administrator will approve and certify the transaction. **Once certified, the funds will no longer be available for withdrawal or transfer prior to bond payment**; exceptions must be approved by the Director of Investments.

4. Your payment will be deducted from your account and transferred to the bond department on the Effective Date of Transaction (one working day prior to the payment due date).

Option 2: MIP notifies the Bond Department, State Treasurer's Office

1. Deposit funds in MIP **OMIP account** 1 day prior to creating online bond payment transaction. **Fixed rate accounts used for bond payments must mature on the Effective Date of the Transaction** (one working day prior to the payment due date).

2. Create online bond payment transaction at **least 20 days before** the bond payment due date (Effective Date of Transaction will be one working day prior to the payment due date). The MIP administrator will approve and certify the transaction (K.S.A. 10-130). **Once certified, the funds will no longer be available for withdrawal or transfer prior to the bond payment**; exceptions must be approved by the Director of Investments.

3. Your payment will be deducted from your account and transferred to the bond department on the Effective Date of Transaction (one working day prior to the payment due date).

To Create a Bond Payment Transaction:

- ✓ Main Menu
- ✓ Accounts & Transactions
- ✓ Create a Transaction
- ✓ Bonds
- ✓ “Select Type” button
- ✓ You will see this page:

MAKE A BOND PAYMENT USING THE MIP

When you see an entry field marked with an * the corresponding field is mandatory entry.

* Depositor:	Pooled Money Investment Bd
* Pay "FROM" Account:	6786 - Omip - General
* Transfer Type:	Interfund Transfer
* Bond Payment Due Date:	<input type="text"/> / <input type="text"/> / <input type="text"/> <small>must be at least 3 business days in the future</small>
Transaction Description:	<input type="text"/> <small>...optionally leave blank for a default description</small>
* Bond Payment Amount:	<input type="text"/> <small>commas not viable unless entered manually</small>
Transaction Comments:	<input type="text"/>

Certificate of MIP Transfer Form Fields

* Municipality Name:	Pooled Money Investment Bd
* Name of County:	<input type="text"/>
* Issue Description:	<input type="text"/>
* Your Work Title:	Investment Analyst
* Your Phone Number:	785-296-4158

- Pay “FROM” Account: Choose an existing account from the drop down box.
- Transfer Type: Automatically defaults to Interfund Transfer.
- Bond Payment Due Date: This is the actual date the bond payment is due.
- Transaction Description: This is an optional field. However, this field will be the description of the transaction on your monthly statements and reports as well as audit confirmations so we recommend you input a description.
- Bond Payment Amount: Enter amount of bond payment.
- Transaction Comments: Use this field for additional comments.

Certificate of MIP Transfer Form

A Certificate of MIP Transfer Form will automatically be completed when these fields are entered. This Certificate will be also stored in the account transaction screen.

- Municipality Name: Enter Depositor Name (Your entity name).
- Name of County: County in which you are located.
- Issue Description: Enter Issue or Bond Description.
- Your Work Title: Enter your work title.
- Your Phone Number: Enter your phone number.

- Will you be signing the Certificate of MIP Transfer Electronically?
 - If yes, the completed form will be delivered to MIP staff with a CC to you via email (recommended method).
 - If no, you will need to print the form (form can be found on the PMIB website), sign it and fax it to 785-296-2857.
- Your Name: Type in your name.
- Today's Date: Type in today's date.