MANAGEMENT AND BUDGET

Number: 0802-02.01F
Revised: November 10, 2026

Warrant Special Handling Request

Please see page two for instructions on how to complete this form.
Send completed forms to Minnesota Management & Budget – Vendor Payments, syscomp.mmb@state.mn.us

Part 1: General Information – all fields required

SWIFT Business Unit: _____ SWIFT Scheduled Due Date: _____

Agency Name: _____ Agency Contact Email: _____

Agency Contact Name: _____

Part 2: Payments Requiring Special Handling – all fields required

If there are more than five vouchers, a spreadsheet **must** be provided with the information requested below for each voucher payment. A template can be provided upon request.

Supplier Number	Supplier Name	Voucher Number	Voucher Amount

Part 3: Reason for Special Handling Request

Request Reason - required	Additional Information
☐ **Mail Additional Materials with Warrant (Warrant Enclosures)** • Provide documents to be enclosed with this form in a PDF format ☐ **Mail to a Different Address** • Provide the address in the adjacent box ☐ **Agency to Pick-up the Warrant** • Provide a reason and the email address of the pickup contact in the adjacent box ☐ **Wire Transfer** • Provide Wire Transfer Request form to MMB	

Part 4: Authorization - required

Name (Typed):	Name (Typed):
Signature:	Signature:

Instructions for Completing the Warrant Special Handling Request Form

Part 1: General Information

Enter the following information about the agency creating the payment.

- SWIFT Business Unit: Agency five-digit SWIFT business unit number.
- Agency Name: The agency name and subdivision name.
- Agency Contact Name: Agency contact name to answer questions about the payment(s) being made.
- SWIFT Scheduled Due Date: Enter the Scheduled Due Date listed on the voucher payments tab.
- Agency Contact Email: Agency contact email address to answer questions about the payment(s) being made.

Part 2: Payments Requiring Special Handling

Enter the following information about the payments requiring special handling. If there are more than five payments requiring special handling, a spreadsheet with the payment information **must** be provided to MMB (a template can be provided upon request).

- Supplier Number: Enter the SWIFT supplier number as shown on the voucher.
    - **Important:** Agencies must make interagency payments via the SWIFT bilateral netting process unless you have a noted exemption as listed on MMB Statewide Operating Policy 0805-01 Interagency Payments Policy. Questions? Contact the SWIFT Helpdesk at SWIFTHelpDesk.MMB@state.mn.us
- Supplier Name: Enter the supplier's name.
- Voucher Number: Enter the voucher number that will create the payment.
- Voucher Amount: Enter the amount that will be paid to the supplier.

Part 3: Reason for Request

Select one of the following options as a reason for the request.

- Mail additional materials with the warrant (warrant enclosures)
    - Provide the document(s) to be enclosed with this form in a PDF format.
- Mail to a different address
    - Provide the address in the **Additional Information** box.
- Agency to pick up the warrant
    - Provide a reason and the email address of the pickup contact in the **Additional Information** box.
- Wire transfer
    - Provide a Wire Transfer Request form to MMB with the Warrant Special Handling Request form.

Part 4: Authorization

Two authorized signatures are required for all requests except warrant enclosures. Warrant enclosures require only one authorized signature. Provide a typed name with each authorized signature when submitting the request form. Updating an agency's authorized signature list can be performed by submitting form 0802-02.02F Warrant Special Handling Authorized Signatures to Minnesota Management and Budget.

Send completed forms to Minnesota Management & Budget – Vendor Payments, syscomp.mmb@state.mn.us.