

Debt Referral Questionnaire

Agency

Agency already refers debts to the Minnesota Department of Revenue
 Your Three Digit Code _____ Your Agency Name _____

New Agency
 Department/Division _____ FEIN _____

Mailing Address _____ City _____ State _____ ZIP Code _____

Debt Type

Description

Debt Type Name _____ Description (description **may** be included on correspondence to the debtor.) _____

Example of a name and description:
 Debt Type Name: General Accts Recvble Debt Type Description: Failure to pay general account receivables, which may include tuition, fees, fines, NSF checks and/or other charges.

Legal Information

- When do your debts become past due? (A specific date? A certain number of days?) . . . **1** _____
- What statute authorizes assessment of the debt type? **2** _____
- What are the appeal rights for the debt type? **3** _____
- Do you assess officers of businesses for personal liability? Yes No

Statistics

- What is the demographic composition of this debt type? **1** Business _____% Individuals _____%
- What is the estimated number of referrals? **2** Initially _____ Annually _____
- What is the average dollar amount of the debts? **3** _____

Debt Type Components

What are the components of the debts? (Check all that apply)

Principal Penalty Interest* Fees/Costs**

*If you checked the Interest box, complete the section below on Interest.
 ** If you checked the Fees/Costs box, complete the section below on Fees/Costs.

Interest

Our system will calculate and track interest for the debt type. Does interest accrue daily? Yes No

If no, please explain: _____

Is interest compounded? (Interest is charged on interest.) Yes No

Check the interest method below:

Fixed interest rate – the interest rate for each debt remains the same for the life of the debt.

Can debts within this debt type have different fixed rates? Yes No
 (For example, debt incurred in 2011 has interest rate of 3%; debt incurred in 2012 has interest rate of 4%.)

What is the current annual fixed interest rate? _____

Variable interest rate – the interest rate for each debt may change over the life of the debt. (All debts in this debt type must follow the same interest schedule. For example rate is 3 percent from January 1, 2017 to December 31, 2017, then 4 percent from January 1, 2018 to present.)

What is the current annual interest rate? _____

How often can the rate change? _____

Does your agency refer another debt type to us with the same variable interest schedule as this debt? Yes No

If yes: What is the three digit debt type code? _____ What is the name of the debt type? _____

Debt Referral Questionnaire, continued

Debt Type, Continued

Fees/Costs

Minnesota Statutes, Chapter 16D authorizes the Department of Revenue to charge collection costs to cover the cost of collection. Agencies cannot refer a debt to the department if it includes Collection Costs. You must remove any of your agency's collection costs before referring a debt to us. If you add any additional fees or costs, answer the questions below.

- 1 What is the additional amount called? (for example, fee, penalty, etc.) 1 _____
- 2 What statute authorizes the assessment? 2 _____
- 3 What is the rate or amount? 3 _____

Payoff Order

In what order do you apply payments to the debt? (Select one):

- Penalty, Interest, Principal, Fees/Costs (this is the most common)
- Principal, Penalty, Interest, Fees/Costs
- Other (explain, including statutory reference) _____

Disbursement of Payments

Payments to you are made through the state wide accounting system, SWIFT. Please complete the information below:

How will you receive payment? (Select one):

- Cash Receipt (your individual debtors and debts are in SWIFT)
We will post directly to the debt.
- Cash Receipt Correction (your agency is in SWIFT, but your individual debtors are not)
We will send a lump sum payment to your SWIFT account (1 through 5 are required below).
- Vendor (Neither your agency nor your debtors are in SWIFT)
We will send a lump sum payment to your Vendor ID (6 and 7 are required below).

SWIFT Information

Fill out all that apply. Contact Minnesota Management and Budget for this information if you do not have it.

- SWIFT Business Unit: 5 characters _____
- SWIFT Account: 6 characters _____
- SWIFT Department ID: 8 characters _____
- SWIFT Fund: 4 characters _____
- SWIFT Appropriation ID: 7 characters _____
- SWIFT Deposit Unit: (If used) 5 characters* _____
- SWIFT Midas Location: 8 characters* _____
- SWIFT Bank Code: 5 characters _____
- SWIFT Vendor ID _____
- SWIFT Vendor Location _____

Note: The first three characters of the SWIFT Midas Location must match the first three characters of the SWIFT Deposit Unit.

Method of Referral

How will you refer debts to us? (Select one):

- e-Services – an online system where you directly enter the information for each debt. This is most common for agencies with fewer cases. We will set up an online account for you to refer new debts, change referred debts, and report payments made.
- Virtual Room – A systematic process where you upload data files with information for multiple debts. Data files must match our file layout. If you choose this option, we will provide the file layout requirements. Virtual Room is generally for agencies with many cases which makes it inefficient to manually enter and update debt information. If this is your choice please provide the following:

Technical Contact Name: _____
Phone: _____
Email: _____