DEPARTMENT OF REVENUE

New Client/Debt Questionnaire

Date: _____

Agency information

☐ Agency already refers debts to the Minnesota Department of Revenue

Your three digit code: _____ Your agency name: _____

☐ New Agency

Department/Division: _____ FEIN: _____

Address: (street) _____

(city, state, zip) _____

Debt Type Information

Debt Type Description

Debt Type Name: (up to 30 characters) _____

Debt Type Description: _____

This description may be included on correspondence to the debtor.

Here is an example of a name and description:

Debt Type Name: General Accts Recvble

Description: Failure to pay general account receivables, which may include tuition, fees, fines, NSF checks and/or other charges.

Debt Type Legal

1. When do your debts become past due? (A specific date, a certain number of days?)

   _____

2. What is the statutory authority for the assessment of the debt type? _____

3. What are the appeal rights associated with the assessment of the debt type?

   _____

4. Do you assess officers of businesses for personal liability? ☐ Yes ☐ No

Debt Type Statistics

1. What is the demographic composition of this debt type? Business _____% Individuals _____%

2. What is the estimated number of referrals? Initially _____ Annually _____

3. What is the average dollar amount of the debts? $ _____

Debt type components

Check below the components of the debts:

☐ Principal   ☐ Penalty   ☐ Interest*   ☐ Fees/Costs**

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

   (e.g. 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(s)? _____

☐ 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. E.g. Rate is 3% from 1-1-11 to 12-31-11, then 3.5% from 1-1-12 to present.)

   What is the current annual interest rate? _____

   How often might 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? _____

Fees/Costs

M.S. 16D authorizes the Department of Revenue to charge collection costs to cover the cost of collection. An agency cannot refer a debt to MDOR if it includes *Collection Costs*. If your debt includes *Collection Costs* they must be removed before referral. *Please answer the questions below if you add any additional fees or costs.*

1. What is the additional amount called? (for example; fee, penalty) _____

2. What is the statutory authorization for the assessment? _____

3. What is the rate/amount? _____

Payoff Order

Check the payoff order below:

☐ Penalty, Interest, Principal, Fees/Costs (this is the most common)

☐ Principal, Penalty, Interest, Fees/Costs

☐ Other – please explain, including statutory reference

_____

Fiscal – disbursement of payments

Payments to you are made via SWIFT which is the state wide accounting system. *Please complete the information below:*

Method of payment

Check the appropriate payment method below:

☐ Cash Receipt (your individual debtors and debts are in SWIFT)

Payments will be posted directly to the debt.

☐ Cash Receipt Correction (your agency is in SWIFT, but your individual debtors are not)

A lump sum payment will be sent to your SWIFT account (# 1 through 5 are required below).

☐ Vendor (Neither your agency nor your debtors are in SWIFT)

A lump sum payment will be sent to your vendor ID (# 6 and 7 are required below).

SWIFT Information

Contact MMB 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 _____

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

Method of referral

Select the method of referral you will be using:

☐ **E-Services** – a system in which you directly enter the debtor information which feeds to MDOR. This is most common for agencies with lower case volume. An online account will be set up for you by MDOR for you to refer new debts, change referred debts and report payments made.

☐ **Electronic Data Exchange (EDE)** – A systematic process, requires the build of file layouts compatible with MDOR file layout. If this is the option you would like, we will provide you the file layout requirements. This is generally for agencies with large volumes which make it inefficient to manually enter and update. If this is your choice please provide the following:

Technical Contact Name: _____

Phone: _____

Email: _____