

Debt Referral Questionnaire

Agency

Agency already refers debts to the Minnesota Department of Revenue

Your Three Digit Code

Your Agency Name

New Agency

Department or Division

Federal Employer Identification Number (FEIN)

Mailing Address

City

State

Zip Code

Debt Type

Description

Debt Type Name

Debt Type Description (**may** be included on debtor correspondence.)

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

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

Statistics

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

Debt Type Components

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

☐ Principal ☐ Penalty ☐ Interest * ☐ Fees or Costs **

* If you checked the Interest box, complete the following section on interest.

** If you checked the Fees or Costs box, complete the following section on Fees or Costs.

Interest

What statute authorizes the assessment of interest for this debt type? _____

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

Select the interest method:

☐ Fixed Interest Rate- the interest rate for each debt remains the same for the life of the debt.

Do debts within this debt type have different fixed rates? ☐ Yes ☐ No

(For example, debt incurred in 2022 has interest rate of 3%, debt incurred in 2023 has interest rate of 4%)

What is the current annual fixed interest rate? _____

☐ Variable Interest Rate- the 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, the rate is 3% from January 1, 2021, to December 31, 2022, then 5% from January 1, 2023, to December 31, 2023.)

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? _____

Fees or 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 Revenue if it includes collection costs. You must remove any of your collection costs before referring a debt to us. If you add any additional fees or costs, answer the following questions.

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 or Costs (this is the most common)

☐ Principal, Penalty, Interest, Fees or Costs

☐ Other (explain, including statutory reference) _____

Contact Information

We require an agency contact for each debt type we establish.

Please provide contact information for customers (**Contact type: Debtor**), Revenue staff with questions (**Contact type: DOR**), or both (**Contact type: Debtor/DOR**). You can have up to five agency contacts for a debt type.

Contact Type:	Contact Type:	Contact Type:
Name:	Name:	Name:
Position:	Position:	Position:
Phone:	Phone:	Phone:
Fax:	Fax:	Fax:
Email:	Email:	Email:

Contact Type:	Contact Type:
Name:	Name:
Position:	Position:
Phone:	Phone:
Fax:	Fax:
Email:	Email:

Payment

Disbursement of Payments

Payments to you are made through the statewide accounting system SWIFT. Please complete the following 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. **SWIFT information 1,6,7, and 8 required.**
- ☐ **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. **SWIFT information 1-8 required.**
- ☐ **Vendor** (neither your agency nor your debtors are in SWIFT)
We will send a lump sum payment to your Vendor ID. **SWIFT Information 9 and 10 required.**

SWIFT Information

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

1. SWIFT Business Unit: 5 characters _____
2. SWIFT Account: 6 characters _____
3. SWIFT Department ID: 8 characters _____
4. SWIFT Fund: 4 characters _____
5. SWIFT Appropriation ID: 7 characters _____
6. SWIFT Deposit Unit: (If used) 5 characters* _____
7. SWIFT Midas Location: 8 characters* _____
8. SWIFT Bank Code: 5 characters _____
9. SWIFT Vendor ID _____
10. SWIFT Vendor Location _____

*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 the 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: _____