

Debt Referral Questionnaire

Department of Administration

Agency

Department
Municipality/Other

Division/Section

Mailing Address

City

State, ZIP Code

Contact

Title

Phone Number

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

- 1 When do your debts become past due? (A specific date? A certain number of days?) . . . _____
- 2 What statute(s) authorizes assessment of the debt type? _____
- 3 What are the appeal rights for the debt type? _____

Statistics

- 1 Please estimate the total number of aged accounts and the amount of debt in your agency's portfolio, listed by the age of the debt:

Age	# of Accounts	Amount of Debt
Less than 6 months		
6 months – 1 year		
1 year – 3 years		
Over 3 years		

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

Recovery Efforts

- 1 How is recovery of this debt currently being handled?

In-House

Third-Party Contract

Both

1a Company Name _____ 1b Recovery Rate _____

- 2 What technology platform is your agency using to support and process aged accounts receivable?

IRIS

Manual process: Excel, Word, etc.

Third-party platform

2a Platform Name _____

Debt Referral Questionnaire, continued

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

Fees/Costs

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)

Comments:

Thank you for taking the time to complete this questionnaire.
Your feedback is valued and very much appreciated!