

Invoice

Financial Institution Data Match – Child Support Division

The FIDM invoice clerk must receive invoices by the fifteenth day of the month following the end of each calendar quarter. For example, if the quarter ends March 31, the clerk must receive the invoice by April 15.

Quarterly matching expense

Institutions who use a service bureau:

Name of service bureau: _____

Service bureau FIDM processing fee: \$ _____

Institutions who do not use a service bureau:

FIDM salary and fringe expenses: \$ _____

Non-salary expenses: \$ _____

Total quarterly matching expense: \$ _____

Financial institutions must maintain detail schedules supporting these expense claims for 27 months.

Institution name: _____

FEIN: _____

Submitted by (print): _____

Quarter end date: _____

Date submitted: _____

Submit invoice by mail or fax:

FIDM invoice clerk
PO Box 64946
St. Paul, MN 55164-0946
Fax: 651-431-7517

Financial institutions must set-up an account on the State of Minnesota Supplier portal before the state can issue their payment. They must also have a signed FIDM agreement in place with DCYF. The state issues payment after each quarter's invoice period ends. Quarterly payments will not exceed \$150. Institutions shall not charge or collect a fee that exceeds its actual costs of complying with the FIDM program. If funds exist in the fourth quarter, the state may prorate available funds to institutions who submitted a claim with actual costs exceeding \$150.