



## Instructions for Completing the Fee Agent Monthly Billing Report Form

1. Enter your **name, Social Security Number, address, report month, and district number** at the top of this form. The report month is the month that you (the Fee Agent) received the applications. Complete a separate report form for each month.
2. In the **Applicant/Recipient's Name** column, print the name of each client who gave you an application form during the month.
3. In the **Applicant/Recipient's Social Security Number** column, write the complete Social Security Number for that client.
4. In the **Fee Agent Interview** column, write Yes if an interview was done and No if you did not interview the client. Denali KidCare and Heating Assistance applications do not require an interview or FA#1 form to be complete applications. All other programs require an interview and FA#1 form for the application to be complete.
5. In the **Application Date** column, write the date that you signed the application.
6. In the **Date Application Mailed** column, write the date that you mailed the application to the office. This column must be complete.
7. In the columns for the application forms **Gen50B, Gen 72, Gen 132, Gen 75, Gen 60, and Pend Letter** write in the dollar amount for each form the client gave to you.
8. In the **Total Amount Due** column, write the amount due for all complete application forms you submitted. At the bottom, total the amount for all clients.
9. You must **sign and date** the form to get paid.
10. **Send this form to the office that serves your area.**