

UNIVERSITY OF MINNESOTA

INTERNAL BILLING AUTHORIZATION

DIRECTIONS—Use this form to set up internal billing authorizations on student accounts. Authorizations must be submitted before the due date of the first student bill. Please go to <https://onestop.umn.edu/finances/billing-and-payment/what-and-when-pay> for applicable payment due dates. Late payment fees and installment/re-billing fees that result from submitting authorizations after the first student due date will not be waived. If you want to provide authorization for more than one student, you may attach a list with the names, student ID numbers, and maximum dollar amounts for any students not listed in Section B.

Go to z.umn.edu/fmv for tuition and fee rates.

To ensure privacy online, open in Adobe Reader (free at Adobe.com).

RETURN FORM TO:

Third Party Billing
University of Minnesota, Twin Cities
160 Williamson Hall
231 Pillsbury Dr. SE
Minneapolis, MN 55455-0252
Phone: 612-625-8559
Email: tpbill@umn.edu

SECTION A. Department information		
Department name	College	
Contact name	Phone number	Contact person's email
Chartfield string		
Department signature		
SECTION B. Student information		
Name (last, first, middle initial)	University ID	
Authorized terms (check all that apply): <input type="checkbox"/> fall term 20__ <input type="checkbox"/> spring term 20__ <input type="checkbox"/> May/summer term 20__		
If the award is authorized for multiple years: <input type="checkbox"/> fall term <input type="checkbox"/> spring term 20__ to: <input type="checkbox"/> fall term <input type="checkbox"/> spring term 20__		
SECTION C. Authorized coverage		
Check the internal billing category that corresponds to the charges you want to set up for internal billing. If applicable, enter the maximum dollar amounts that the department will pay for each specific charge.		
Internal billing categories	Maximum \$ amount	Additional information:
<input type="checkbox"/> Collegiate fees	\$	
<input type="checkbox"/> Course fees	\$	
<input type="checkbox"/> Late payment and installment plan/re-billing fees	\$	
<input type="checkbox"/> Late registration fees	\$	
<input type="checkbox"/> Optional fees	\$	
<input type="checkbox"/> Required fees	\$	
<input type="checkbox"/> Health insurance	\$	
<input type="checkbox"/> Tuition	\$	
<input type="checkbox"/> Other (please specify)	\$	

To request copies of this form in an alternative format, please call a Disability Resource Center liaison for financial aid at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.