FINRA® Dispute Resolution Mediation Program

Contract Mediator Payment Form

FINRA Dispute Resolution will process your non-employee mediator payment upon completion and return of this form. Please remember to itemize your expenses in the section below. Any missing information will delay processing your payment. Thank you.

Mediator Name: _____ Date: _____

FINRA Case Name: _____ FINRA Case Number: _____

Session Fee

Mediator Rate	❑ Flat Rate: $_____ ❑ Hourly Rate: $_____
Number of Hours	If hourly, number of hours spent mediating, ***including study time***: _____ hours
Status of Case	❑ Settled ❑ Impassed ❑ Not Yet Determined
Mediator Session Fee Allocation	As a result of the mediation, did the parties reach a different agreement on the division of the mediator session fee and expenses? Yes ❑ No ❑ If yes, please advise in the comment section below how fees should be allocated.

Comments:

_____

_____

(For addition space, use separate sheet or reverse side)

Expenses

Reminder: please provide a receipt — with this form — for any single expense over $75.00

	Amount	Receipt Attached
Airline Ticket	_____	❑
Hotel	_____	❑
Meals	_____	❑
Number of miles =_____ @ 56.5 cents per mile	_____	***Receipt not required***
Other Ground Travel	_____	❑
Conference Room Space	_____	❑
Telephone, Fax, Overnight Mail	_____	❑
Miscellaneous Expense_____	_____	❑
TOTAL EXPENSES	_____	

Return To:

By Mail

Rosari Domenick
National Mediation Administrator
FINRA Dispute Resolution
55 West Monroe Street
Suite 2600
Chicago, IL 60603

By Fax

Rosari Domenick
301-527-4847

By Email

rosari.domenick@FINRA.org

(phone: 312-899-4442)

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