FINRA® Dispute Resolution Mediation Program

Contract Mediator Settlement Month 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. Use this form only for cases mediated through **Mediation Settlement Month**. Thank you.

Mediator Name: _____ Date: _____ _____

FINRA Case Name: _____ FINRA Case Number: _____

Session Fee

Mediation Settlement Month Case	1. **Mediation Settlement Month** ❑ 4 hour mediation ❑ 8 hour mediation 2. Time spent mediating ***over*** the 4 or 8 hour Mediation Settlement Month time = _____ hour(s) 3. Houtly Rate for overtime $ _____ **Total Time Spent Mediating** _____
Status of Case	❑ Settled ❑ Impassed ❑ Not Yet Determined
Session Fee Allocation	As a result of the mediation, did the parties reach a different agreement on the division of the mediator 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

Ed Sihaga
Senior Mediation Administrator
FINRA Dispute Resolution
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165 Broadway, 27th Floor
New York, NY 10006

By Fax

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301-527-4770

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