



Dispute Resolution Services Mediation Program

Contract Mediator Payment Form

FINRA Dispute Resolution Services 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.

FINRA Case Name: _____ Case Number: _____

Mediator Name: _____ Mediation Date: _____

How was the mediation conducted (circle): In-person Telephonic Videoconference

Session Fee

Mediator Rate	<input type="checkbox"/> Flat Rate: \$ _____ <input type="checkbox"/> Hourly Rate: \$ _____
Number of Hours	If hourly, number of hours spent mediating, including study time : _____ hours
Status of Case	<input type="checkbox"/> Settled <input type="checkbox"/> Impasse <input type="checkbox"/> Not Yet Determined
Mediator Session Fee Allocation	<input type="checkbox"/> Split equally among the parties <input type="checkbox"/> Allocate all to (check): <input type="checkbox"/> Respondent(s) <input type="checkbox"/> Claimant(s) <input type="checkbox"/> Other: <input type="checkbox"/> Other: _____
Mediation Filing Fee Allocation	<input type="checkbox"/> Allocate to the party(ies) who are assessed the mediation session fee (Default) <input type="checkbox"/> No change to the filing fee previously assessed <input type="checkbox"/> Re-allocate all to (check): <input type="checkbox"/> Respondent(s) <input type="checkbox"/> Claimant(s) <input type="checkbox"/> Other: <input type="checkbox"/> Other: _____
Mediation Expenses Allocation <i>(if applicable)</i>	<input type="checkbox"/> Allocate to the party(ies) who are assessed the mediation session fee (Default) <input type="checkbox"/> Re-allocate all to (check): <input type="checkbox"/> Respondent(s) <input type="checkbox"/> Claimant(s) <input type="checkbox"/> Other: <input type="checkbox"/> Other: _____

Comments: _____

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 @67 cents per mile		Receipt not required
Other Ground Travel, Conference Room Space, Telephone, Fax, Overnight Mail		
Miscellaneous Expense(s)		
TOTAL EXPENSES		

Return to:

Narielle Robinson or Mara Weinstein, National Mediation Administrators

Phone: 561-447-4927(NR) or 212-858-4384 (MW)

Email: Narielle.Robinson@finra.org or Mara.Weinstein@finra.org