Std. 204 Form Review Process Flowchart

Claimant Submits 204

Claimant Works to Correct 204 Using Info Contained in the Fund Staff Letter, With Fund Staff Help as Necessary

Fund Staff Reviews 204 for Completeness and Accuracy

Fund Staff Sends a Letter to Claimant Explaining the Additions/Modifications 204 Needs

NO

Is the 204 Complete and Accurate?

YES

Fund Staff Enters Vendor Record w/204 into FI$Cal for Approval by FI$Cal Staff

FI$Cal Staff Will Provide an Email to Fund Staff Explaining the Additions/Modifications Vendor Record Needs

NO

Does FI$Cal Approve Vendor Record?

YES

No Additional Info for Vendor Record is Needed by Claimant or Fund Staff

Version 2.1