

ICJ Dues Quick Reference Guide



Pursuant to the Interstate Compact for Juveniles, each Compact member state is assessed an annual fee which covers the cost of the Commission's internal operations and activities of the Commission: including the Commission's electronic information system, Annual Business Meeting (ABM), operation of committees, and ICJ National Office staff.

Calculation of Dues

Annual dues are calculated using a formula set forth in [ICJ Rule 2-101: Dues Formula](#), which takes into account the previous three years of juvenile transfer data and the most recent U.S. Census population data. Dues are re-calculated every 5 years. For example, dues will be recalculated in 2021 and new rates will take effect in FY 23.

Collection of Dues

Pursuant to [ICJ Policy 2009-08: Dues Enforcement](#)

1. Each member state is invoiced for the annual dues at the beginning of the state's fiscal year.
2. If a state has not paid dues within 30 days of the new fiscal year, the ICJ National Office sends a written reminder to that state's Commissioner.
3. If a state has not paid dues within 90 days of the new fiscal year, the ICJ National Office sends a delinquency notice via registered mail to that state's Commissioner.
4. If a state has not paid dues within 90 days of the new fiscal year, the matter is referred to the ICJ Compliance Committee for enforcement action.

Payment Via Electronic Transfer

Electronic transfers via Automated Clearing House (ACH) are strongly encouraged, as they ensure safe and timely delivery.

For assistance in setting up electronic payments or with other matters, contact the ICJ National Office at 859-721-1061 or ICJFinancial@juvenilecompact.org.

Finance Committee Recommendations to Help Ensure Dues are Paid on Time:

- The ICJ National Office sends annual dues invoices each April. Upon request, your state's invoice may be sent sooner or a duplicate may be sent at any time.
- Commissioners: review and familiarize yourself with [ICJ Rule 2-101: Dues Formula](#) and with the [ICJ Dues Enforcement Policy](#).
- Commissioners: schedule a meeting with your agency's Accounting/Finance Department so you can work together to come up with a process to ensure that your ICJ dues are paid on time annually. At this meeting, provide education regarding the ICJ payment of dues, timelines, and expectations.

Also, ensure you understand your agency's payment process for these dues. Find out from your agency what internal processes, forms, and documentation is needed to ensure your state's dues are paid on time. Questions to ask include:

- What is the timeline for your agency to process and send the dues payment to ICJ National Office?
 - When do you need to submit your payment request to your fiscal department?
 - Are there any internal forms that need to be completed when submitting the ICJ dues payment request to your fiscal department?
- Check with your agency's Accounting/Financial Department to ensure that your state has the appropriate Federal Tax ID # and has an up-to-date W9 tax form from the ICJ National Office. If not, request a current version of the W9 tax form and the Tax ID # from the ICJ National Office.
 - Follow up with your agency's Accounting/Finance Department to ensure the dues payment is being sent to the correct address for the ICJ National Office. Also, request a copy of the invoice and/or any documentation verifying payment was made for your records.
 - Many states prefer to make electronic payments via ACH transfer. If your state would like to set up electronic payments, the ICJ National Office is glad to assist.
 - If your state ICJ office or Accounting/Finance Department has additional questions, feel free to contact the ICJ National Office for assistance at ICJFinancial@juvenilecompact.org or 859-721-1061.