UNDERSTANDING YOUR CDI INVOICE

1. INVOICE DETAILS
   Use this information to pay by Electronic Funds Transfer (EFT).
   Enter only the numerical portion of the invoice number.

2. Accounts Receivable Section
   Contact Information
   Phone: 916-492-3242
   E-mail: ARbilling@insurance.ca.gov

3. BILLING SUMMARY
   Details charges—such as assessments, fees, or CDI examiner time & travel expenses—being billed to your company in this service period.

4. REMARKS
   Provides additional information such as references to legal code section(s) authorizing this billing to your company or the contact information of the workgroup completing the activity.

5. ACCOUNT DETAILS
   Summarizes recent payment history or credits to your company’s account for this invoice.
   Provides the balance due as of the date the invoice was printed.

6. REMITTANCE COUPON
   Return this portion when paying by mail to ensure that the payment is applied to the correct invoice.
   For the Consolidated Insured Vehicle Fee please see note below.

Consolidated Insured Vehicle Fee payments must be accompanied with a completed and signed vehicle count certification. The vehicle count certification coupon is included on the bottom portion of your invoice. If you wish to pay this type of invoice through EFT, you must email your completed and signed vehicle count certification to CDI along with your payment confirmation page within 24 hours of submitting payment. If paying by phone, please make note of your payment confirmation number and email your signed certification and payment confirmation number to CDI within 24 hours of submitting payment. Your reporting requirement will not be met and your payment may not be properly applied until your certification is received. Please email your vehicle count certification and payment confirmation to FACfees@insurance.ca.gov.