

# Reclamation Manual

## Directives and Standards

7-2685 (09-2019)  
Bureau of Reclamation



RECLAMATION  
*Managing Water to the West*

### REQUEST TO REFER DEBT TO FISCAL SERVICE FOR COLLECTION/ OFFSET REQUEST TO:

Add  Update  Cancel Fiscal Service Collection

Last Name:	_____	First Name:	_____	Middle Initial:	_____
Address Line1:	_____				
Address Line2:	_____				
City:	_____	State:	_____	Zip:	_____
Customer Number:	_____	Bill Date:	_____		
Bill Number(s):	_____	Original Bill Amount:	_____		
Dunning Notice Date:	_____	Amount Paid:	_____		
Notice of Intent Date:	_____	Payment Due Date:	_____		
Amount Referred for Offset:	_____				
Requester Signature:	_____			Date Requested:	_____
Entered By:	_____			Date Entered:	_____
(Finance and Accounting Division)					
<b>Debts must be certified by the Regional Finance Officer. One certification form may be used for a group of referrals.</b>					
<b>Privacy Act Statement:</b> Collection of this information is authorized by Executive orders 10450, 10865, 12333, and 12356; sections 3301 and 9101 of title 5, U.S. Code; sections 2165 and 2201 of title 42, U.S. Code; sections 781 to 897 of title 50, U.S. Code; parts 5, 732, 736 of title 5, Code of Federal Regulations; Homeland Security Presidential Directive 12, Policy for a Common Identification Standard for Federal Employees and Contractors, August 27, 2004; 5 U.S.C. 301; Federal Information Security Act (Pub. L. 104-106, sec. 5113); Electronic Government Act (Pub. L. 104-347, section 203); the Paperwork Reduction Act of 1995 (44 U.S.C. 3501); the Government Paperwork Elimination Act (Pub. L. 105-277, 44 U.S.C. 2504); and the Federal Property and Administrative Act of 1949, as amended. The requested information will be used by Reclamation personnel to conduct background investigations of contractors, federal employees and potential federal employees seeking to provide services to Reclamation and seeking employment to determine whether the individual meets Reclamation's fitness and integrity standards.					