

Reclamation Manual

Directives and Standards



United States Department of the Interior

BUREAU OF RECLAMATION

PO Box 25007

Denver, CO 80225-0007

IN REPLY REFER TO:

84-27712

1.3.11

VIA ELECTRONIC MAIL ONLY

Memorandum

To: Financial Managers and Finance Officers (See Lists)

From: Ed Abreo HERIBERTO ABREO
Digitally signed by HERIBERTO ABREO
Date: 2019.09.27 15:28:40 -0800
Acting Manager, Finance and Accounting Division

Subject: Delinquent Debt - Standardized Notice of Intent To Offset Letter

The U.S. Department of the Treasury (Treasury) Financial Manual, Chapter 4000, Section 4025 requires the Bureau of Reclamation to refer delinquent debt to Treasury, Fiscal Services within 120-days of delinquency.

Effective immediately regional offices will issue the attached Notice of Intent To Offset Letter to debtors as the final good faith effort to collect the debt before referral. The letter includes important details regarding the accrual of Interest, Penalty and Administrative fees; payment options; and procedures for disputing the debt. See the Attached template for your Region.

If the debtor does not pay the debt within 30 days of the Notice of Intent To Offset letter, Reclamation will refer the debt to Fiscal Services. Upon referral, Fiscal Services will assess additional administrative fees. The Notice of Intent to Offset letter also explains the collection tool available to Fiscal Services.

For additional information, please contact Ed Abreo at (303) 445-2071 or Cindi Weishapl at (303) 445-3534, or email at cweishapl@usbr.gov.

Attachment

Financial Managers

84-27700 (HAbreo)

PN-4200 (MStorm), MP-3000 (ALubasWilliams), LC-7000 (JSaxton, Acting),

UC-300 (SHillier, Acting), GP-3000 (RDenny)

Finance Officers

84-27711 (CWeishapl)

PN-4200 (JVazquez), MP-3600 (SAhmad), LC-7200 (JSaxton), UC-360 (ZWood, Acting)

GP-330 (PRohde)

cc: 84-27000 (SDeMarco, RWelch), 84-27700 (HAbreo), 84-27710 (CWeishapl), 84-27712 (DCarroll)
(w/att to ea)

Reclamation Manual

Directives and Standards

California Great Basin Region

Regional Mail Stop
1.3.11

PRIORITY MAIL-DELIVERY NOTIFICATION

NOTICE OF INTENT TO OFFSET

Mr. Sample Test
1520 Sample Street
Jerome, ID 83338

RE: Debt Due to the Bureau of Reclamation

Dear Mr. Sample Test:

Our records reflect that the bill(s) shown below in the amount of \$1,310.24 has not been paid. The bill(s) is to reimburse Reclamation for Reason for bill(s) List multiple reasons in order of bills below. At this time, collection must be pursued. If payment is not received by the due date stated below, Reclamation will submit your debt(s) to the U.S. Department of the Treasury Debt Management Services Office (DMS) for collection. Interest, penalties, and other charges will continue to accrue on your debt(s) until your debt is paid in full. Enclosed is a copy of the Bill(s) for Collection and a Customer Account Summary stating fees incurred.

Original Bill Number	1801XXXXXX; list multiple if needed
Customer Number	40000XXXXX
Amount Due (including fees)	\$1,310.24- this is total amount of all bills
Due Date	MM/DD/YYYY date 30 days from the date of the Notice of Intent

Once the debt is referred to the DMS for collection an additional DMS administrative fee of 30-32 percent will be added to the debt. Please read the following carefully.

The DMS will use one or more collection tools available to them. These include:

1. Referral of debt(s) to a private collection agency.
2. Administrative wage garnishment or salary offset.
3. Credit Bureau Reporting.
4. Filing of 1099-C for compromised or terminated debt(s) to the Internal Revenue Service.
5. Referral to the Department of Justice.

Continued to next page

Reclamation Manual

Directives and Standards

6. Referral to the Treasury Offset Program (TOP): Once your debt is submitted to TOP, treasury will reduce or withhold any of your eligible Federal payments by the amount of your debt(s). This process is authorized by the Debt Collection Improvement Act of 1996. Treasury is not required to send you notice before your payment is offset. Federal payments eligible for offset include:
 - a. Income tax refunds.
 - b. Federal salary payments, including military payments.
 - c. Federal retirement payments, including military retirement payments.
 - d. Contractor/vendor payments.
 - e. Certain Federal benefits payments, such as Social Security and Railroad Retirement.
 - f. Other Federal payments, including certain loans that are not exempt from offset.

Before we submit your debt(s) to DMS we are required to inform you that you may:

1. Inspect and copy our records related to your debt(s).
2. Request a review of our determination that you owe this debt, (if allowed) request a waiver of all or a part of the debt(s).
3. For the purposes of salary offset or administrative wage garnishment, request a hearing.
4. Be entitled to a hearing if we determine that a hearing is required.
5. Enter into an acceptable written repayment agreement.

To avoid being referred to Treasury, you must do one of the following within 30 days:

- ***Pay debt amount(s) referenced above through one to the methods listed below:***
 - Check (pay to the order of Bureau of Reclamation)

DOI - BOR - Region: CA Great Basin
P. O. Box 6200-24
Portland, OR 97228-6200

Continued to next page

Reclamation Manual

Directives and Standards

Continued from previous page

If sending Overnight, please use the following address:

U.S. Bank-Attn: Government Lockbox - DOI
Bureau of Reclamation CA Great Basin #6200-24
17650 NE Sandy Blvd.
Portland, OR 97230

- Pay Online through Pay.gov: <https://www.pay.gov/public/form/start/596136970>
 - Options:
 1. ACH (Bank Account- No Limit)
 2. Debit (No Limit)
 3. Credit Card (Limit \$24, 999)
 4. PayPal (Limit \$10,000)
 5. Amazon Pay (Limit \$10,000)
- **Agree to a Repayment Plan:** If you are unable to pay the amount in full, contact the [Regional Accounts Receivable Team at \(xxx\) xxx-xxxx](#), to arrange an acceptable repayment plan.
- **Request a review if you believe the debt is not owed:** If you believe that all or part of the debt is not delinquent or legally enforceable, you must send evidence to support your position to the address below. We will inform you of our decision about your debt(s).

United States Department of the Interior
Bureau of Reclamation
2800 Cottage Way
Sacramento, CA 95825-1898

If you make or provide any knowingly false or frivolous statements, representations, or evidence, you may be liable for penalties under the False Claims Act (31 United States Code [U.S.C.] 3729-3731), or other applicable statutes, and/or criminal penalties (18 U.S.C. 286 and 287), or other applicable statutes.

If you have any questions, please contact the [Regional Accounts Receivable Team at \(xxx\) xxx-xxxx](#) or by mail at the following address within 30 days of this notice.

United States Department of the Interior
Bureau of Reclamation
2800 Cottage Way
Sacramento, CA 95825-1898

Sincerely,

[Regional Financial Manager or Finance Officer Name](#)
[Title & Regional Office](#)

Enclosures – 2

bc: [Regional Office POC/Mail Stop file copy](#)
(w/encl to each)

Reclamation Manual

Directives and Standards

Columbia Pacific Northwest Region

Regional Mail Stop

1.3.11

PRIORITY MAIL-DELIVERY NOTIFICATION

NOTICE OF INTENT TO OFFSET

Mr. Sample Test
1520 Sample Street
Jerome, ID 83338

RE: Debt Due to the Bureau of Reclamation

Dear Mr. Sample Test:

Our records reflect that the bill(s) shown below in the amount of \$1,310.24 has not been paid. This bill(s) is to reimburse Reclamation for Reason for bill(s) List multiple reasons in order of bills below . At this time, collection must be pursued. If payment is not received by the due date stated below, Reclamation will submit your debt(s) to the U.S. Department of the Treasury Debt Management Services Office (DMS) for collection. Interest, penalties, and other charges will continue to accrue on your debt(s) until your debt is paid in full. Enclosed is a copy of the Bill(s) for Collection and a Customer Account Summary stating fees incurred.

Original Bill Number	1801XXXXXX; list multiple if needed
Customer Number	40000XXXXX
Amount Due (including fees)	\$1,310.24- this is total amount of all bills
Due Date	MM/DD/YYYY date 30 days from the date of the Notice of Intent

Once the debt is referred to the DMS for collection an additional DMS administrative fee of 30-32 percent will be added to the debt. Please read the following carefully.

The DMS will use one or more collection tools available to them. These include:

7. Referral of debt(s) to a private collection agency.
8. Administrative wage garnishment or salary offset.
9. Credit Bureau Reporting.
10. Filing of 1099-C for compromised or terminated debt(s) to the Internal Revenue Service.
11. Referral to the Department of Justice.

Continued to next page

Reclamation Manual

Directives and Standards

Continued from previous page

12. Referral to the Treasury Offset Program (TOP): Once your debt is submitted to TOP, treasury will reduce or withhold any of your eligible Federal payments by the amount of your debt(s). This process is authorized by the Debt Collection Improvement Act of 1996. Treasury is not required to send you notice before your payment is offset. Federal payments eligible for offset include:

- g. Income tax refunds.
- h. Federal salary payments, including military payments.
- i. Federal retirement payments, including military retirement payments.
- j. Contractor/vendor payments.
- k. Certain Federal benefits payments, such as Social Security and Railroad Retirement.
- l. Other Federal payments, including certain loans that are not exempt from offset.

Before we submit your debt(s) to DMS we are required to inform you that you may:

- 2. Inspect and copy our records related to your debt(s).
- 6. Request a review of our determination that you owe this debt, (if allowed) request a waiver of all or a part of the debt(s).
- 7. For the purposes of salary offset or administrative wage garnishment, request a hearing.
- 8. Be entitled to a hearing if we determine that a hearing is required.
- 9. Enter into an acceptable written repayment agreement.

To avoid being referred to Treasury, you must do one of the following within 30 days:

- ***Pay debt amount(s) referenced above through one to the methods listed below:***
 - Check (pay to the order of Bureau of Reclamation)

DOI - BOR - Region: Columbia Pacific NW
P. O. Box 6200-25
Portland, OR 97228-6200

Continued to next page

Reclamation Manual

Directives and Standards

If sending Overnight, please use the following address:

U.S. Bank-Attn: Government Lockbox - DOI
Bureau of Reclamation Columbia Pacific NW #6200-25
17650 NE Sandy Blvd.
Portland, OR 97230

- Pay Online through Pay.gov: <https://www.pay.gov/public/form/start/596136970>
 - Options:
 6. ACH (Bank Account- No Limit)
 7. Debit (No Limit)
 8. Credit Card (Limit \$24, 999)
 9. PayPal (Limit \$10,000)
 10. Amazon Pay (Limit \$10,000)
- **Agree to a Repayment Plan:** If you are unable to pay the amount in full, contact the [Regional Accounts Receivable Team at \(xxx\) xxx-xxxx](#) to arrange an acceptable repayment plan.
- **Request a review if you believe the debt is not owed:** If you believe that all or part of the debt is not delinquent or legally enforceable, you must send evidence to support your position to the address below. We will inform you of our decision about your debt(s).

Bureau of Reclamation
1150 North Curtis Road
Boise, ID 83706

If you make or provide any knowingly false or frivolous statements, representations, or evidence, you may be liable for penalties under the False Claims Act (31 United States Code [U.S.C.] 3729-3731), or other applicable statutes, and/or criminal penalties (18 U.S.C. 286 and 287), or other applicable statutes.

If you have any questions, please contact the [Regional Accounts Receivable Team at \(xxx\) xxx-xxxx](#) or by mail at the following address within 30 days of this notice.

Bureau of Reclamation
1150 North Curtis Road
Boise, ID 83706

Sincerely,
[Regional Financial Manager or Financial Officer Name](#)
[Title & Regional Office](#)

Enclosures – 2

bc: [Regional Office POC/Mail Stop file copy](#)
(w/encl to each)

Reclamation Manual

Directives and Standards

Denver Office

84-27712
1.3.11

PRIORITY MAIL-DELIVERY NOTIFICATION

NOTICE OF INTENT TO OFFSET

Mr. Sample Test
1520 Sample Street
Jerome, ID 83338

RE: Debt(s) Due to the Bureau of Reclamation

Dear Mr. Sample Test:

Our records reflect that the bill(s) shown below in the amount of \$1,310.24 has not been paid. The bill(s) is to reimburse Reclamation for Reason for bill(s) List multiple reasons in order of bills below. At this time, collection must be pursued. If payment is not received by the due date stated below, Reclamation will submit your debt(s) to the U.S. Department of the Treasury Debt Management Services Office (DMS) for collection. Interest, penalties, and other charges will continue to accrue on your debt(s) until your debt is paid in full. Enclosed is a copy of the Bill(s) for Collection and a Customer Account Summary stating fees incurred.

Original Bill(s) Number	1801XXXXXX; list multiple if needed
Customer Number	40000XXXXX
Amount Due (including fees)	\$1,310.24- this is total amount of all bills
Due Date	MM/DD/YYYY date 30 days from the date of the Notice of Intent

Once the debt is referred to the DMS for collection an additional DMS administrative fee of 30-32 percent will be added to the debt. Please read the following carefully.

The DMS will use one or more collection tools available to them. These include:

13. Referral of debt(s) to a private collection agency.
14. Administrative wage garnishment or salary offset.
15. Credit Bureau Reporting.
16. Filing of 1099-C for compromised or terminated debt(s) to the Internal Revenue Service.
17. Referral to the Department of Justice.

Continued to next page

Reclamation Manual

Directives and Standards

Continued from previous page

18. Referral to the Treasury Offset Program (TOP): Once your debt(s) is submitted to TOP, treasury will reduce or withhold any of your eligible Federal payments by the amount of your debt. This process is authorized by the Debt Collection Improvement Act of 1996. Treasury is not required to send you notice before your payment is offset. Federal payments eligible for offset include:
- m. Income tax refunds.
 - n. Federal salary payments, including military payments.
 - o. Federal retirement payments, including military retirement payments.
 - p. Contractor/vendor payments.
 - q. Certain Federal benefits payments, such as Social Security and Railroad Retirement.
 - r. Other Federal payments, including certain loans that are not exempt from offset.

Before we submit your debt(s) to DMS we are required to inform you that you may:

- 3. Inspect and copy our records related to your debt(s).
- 10. Request a review of our determination that you owe this debt, (if allowed) request a waiver of all or a part of the debt(s).
- 11. For the purposes of salary offset or administrative wage garnishment, request a hearing.
- 12. Be entitled to a hearing if we determine that a hearing is required.
- 13. Enter into an acceptable written repayment agreement.

To avoid being referred to Treasury, you must do one of the following within 30 days:

- ***Pay debt amount(s) referenced above through one to the methods listed below:***

- Check (pay to the order of Bureau of Reclamation)

DOI - BOR - Region: Denver
P. O. Box 6200-21
Portland, OR 97228-6200

Continued to next page

Reclamation Manual

Directives and Standards

If sending Overnight, please use the following address:

U.S. Bank-Attn: Government Lockbox - DOI
Bureau of Reclamation Denver #6200-21
17650 NE Sandy Blvd.
Portland, OR 97230

- Pay Online through Pay.gov: <https://www.pay.gov/public/form/start/596136970>
 - Options:
 - ACH (Bank Account- No Limit)
 - Debit (No Limit)
 - Credit Card (Limit \$24, 999)
 - PayPal (Limit \$10,000)
 - Amazon Pay (Limit \$10,000)
- Pay credit card by phone contact the [Regional Accounts Receivable Team at \(xxx\) xxx-xxxx](#)
- **Agree to a Repayment Plan:** If you are unable to pay the amount in full, contact the [Regional Accounts Receivable Team at \(xxx\) xxx-xxxx](#), to arrange an acceptable repayment plan.
- **Request a review if you believe the debt(s) is not owed:** If you believe that all or part of the debt(s) is not delinquent or legally enforceable, you must send evidence to support your position to the address below. We will inform you of our decision about your debt(s).

Bureau of Reclamation
Accounting Services Division
P.O. Box 25508 (84-27712)
Denver, CO 80225-0508

If you make or provide any knowingly false or frivolous statements, representations, or evidence, you may be liable for penalties under the False Claims Act (31 United States Code [U.S.C.] 3729-3731), or other applicable statutes, and/or criminal penalties (18 U.S.C. 286 and 287), or other applicable statutes.

If you have any questions, please contact the [Regional Accounts Receivable Team at \(xxx\) xxx-xxxx](#) or by mail at the following address within 30 days of this notice.

Bureau of Reclamation
Accounting Services Division
P.O. Box 25508 (84-27712)
Denver, CO 80225-0508

Sincerely,

[Regional Financial Manager or Finance Officer Name](#)
[Title & Regional Office](#)

Enclosures – 2

bc: [Regional Office POC/Mail Stop file copy](#)
(w/encl to each)

Reclamation Manual

Directives and Standards

Lower Colorado Region

Regional Mail Stop
1.3.11

PRIORITY MAIL-DELIVERY NOTIFICATION

NOTICE OF INTENT TO OFFSET

Mr. Sample Test
1520 Sample Street
Jerome, ID 83338

RE: Debt Due to the Bureau of Reclamation

Dear Mr. Sample Test:

Our records reflect that the bill(s) shown below in the amount of \$1,310.24 has not been paid. This bill(s) is to reimburse Reclamation for Reason for bill(s) List multiple reasons in order of bills below. At this time, collection must be pursued. If payment is not received by the due date stated below, Reclamation will submit your debt(s) to the U.S. Department of the Treasury Debt Management Services Office (DMS) for collection. Interest, penalties, and other charges will continue to accrue on your debt(s) until your debt is paid in full. Enclosed is a copy of the Bill(s) for Collection and a Customer Account Summary stating fees incurred.

Original Bill Number	1801XXXXXX; list multiple if needed
Customer Number	40000XXXXX
Amount Due (including fees)	\$1,310.24- this is total amount of all bills
Due Date	MM/DD/YYYY date 30 days from the date of the Notice of Intent

Once the debt is referred to the DMS for collection an additional DMS administrative fee of 30-32 percent will be added to the debt. Please read the following carefully.

The DMS will use one or more collection tools available to them. These include:

19. Referral of debt(s) to a private collection agency.
20. Administrative wage garnishment or salary offset.
21. Credit Bureau Reporting.
22. Filing of 1099-C for compromised or terminated debt(s) to the Internal Revenue Service.
23. Referral to the Department of Justice.

Continued from previous page

Reclamation Manual

Directives and Standards

24. Referral to the Treasury Offset Program (TOP): Once your debt is submitted to TOP, treasury will reduce or withhold any of your eligible Federal payments by the amount of your debt(s). This process is authorized by the Debt Collection Improvement Act of 1996. Treasury is not required to send you notice before your payment is offset. Federal payments eligible for offset include:

- s. Income tax refunds.
- t. Federal salary payments, including military payments.
- u. Federal retirement payments, including military retirement payments.
- v. Contractor/vendor payments.
- w. Certain Federal benefits payments, such as Social Security and Railroad Retirement.
- x. Other Federal payments, including certain loans that are not exempt from offset.

Before we submit your debt(s) to DMS we are required to inform you that you may:

- 4. Inspect and copy our records related to your debt(s).
- 14. Request a review of our determination that you owe this debt, (if allowed) request a waiver of all or a part of the debt(s).
- 15. For the purposes of salary offset or administrative wage garnishment, request a hearing.
- 16. Be entitled to a hearing if we determine that a hearing is required.
- 17. Enter into an acceptable written repayment agreement.

To avoid being referred to Treasury, you must do one of the following within 30 days:

- ***Pay debt amount(s) referenced above through one to the methods listed below:***
 - Check (pay to the order of Bureau of Reclamation)

DOI - BOR - Region: Lower Colorado
P. O. Box 6200-21
Portland, OR 97228-6200

Continued to next page

Reclamation Manual

Directives and Standards

If sending Overnight, please use the following address:

U.S. Bank-Attn: Government Lockbox - DOI
Bureau of Reclamation Lower Colorado #6200-21
17650 NE Sandy Blvd.
Portland, OR 97230

- Pay Online through Pay.gov: <https://www.pay.gov/public/form/start/596136970>
 - Options:
 11. ACH (Bank Account- No Limit)
 12. Debit (No Limit)
 13. Credit Card (Limit \$24, 999)
 14. PayPal (Limit \$10,000)
 15. Amazon Pay (Limit \$10,000)
- **Agree to a Repayment Plan:** If you are unable to pay the amount in full, contact the [Regional Accounts Receivable Team at \(xxx\) xxx-xxxx](#) to arrange an acceptable repayment plan.
- **Request a review if you believe the debt is not owed:** If you believe that all or part of the debt is not delinquent or legally enforceable, you must send evidence to support your position to the address below. We will inform you of our decision about your debt(s).

Bureau of Reclamation
P.O. Box 61470
Boulder City, NV 89006-1470

If you make or provide any knowingly false or frivolous statements, representations, or evidence, you may be liable for penalties under the False Claims Act (31 United States Code [U.S.C.] 3729-3731), or other applicable statutes, and/or criminal penalties (18 U.S.C. 286 and 287), or other applicable statutes.

If you have any questions, please contact the [Regional Accounts Receivable Team at \(xxx\) xxx-xxxx](#) or by mail at the following address within 30 days of this notice.

Bureau of Reclamation
P.O. Box 61470
Boulder City, NV 89006-1470

Sincerely,

[Regional Financial Manager or Finance Officer Name](#)
[Title & Regional Office](#)

Enclosures – 2

bc: [Regional Office POC/Mail Stop file copy](#)
(w/encl to each)

Reclamation Manual

Directives and Standards

Missouri Basin Region

Regional Mail Stop

1.3.11

PRIORITY MAIL-DELIVERY NOTIFICATION

NOTICE OF INTENT TO OFFSET

Mr. Sample Test
1520 Sample Street
Jerome, ID 83338

RE: Debt Due to the Bureau of Reclamation

Dear Mr. Sample Test:

Our records reflect that the bill(s) shown below in the amount of \$1,310.24 has not been paid. This bill(s) is to reimburse Reclamation for Reason for bill(s) List multiple reasons in order of bills below . At this time, collection must be pursued. If payment is not received by the due date stated below, Reclamation will submit your debt(s) to the U.S. Department of the Treasury Debt Management Services Office (DMS) for collection. Interest, penalties, and other charges will continue to accrue on your debt(s) until your debt is paid in full. Enclosed is a copy of the Bill(s) for Collection and a Customer Account Summary stating fees incurred.

Original Bill Number	1801XXXXXX; list multiple if needed
Customer Number	40000XXXXX
Amount Due (including fees)	\$1,310.24
Due Date	MM/DD/YYYY (date 30 days from the date of the Notice of Intent)

Once the debt is referred to the DMS for collection an additional DMS administrative fee of 30-32 percent will be added to the debt. Please read the following carefully.

The DMS will use one or more collection tools available to them. These include:

25. Referral of debt(s) to a private collection agency.
26. Administrative wage garnishment or salary offset.
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29. Referral to the Department of Justice.

Continued to next page

Reclamation Manual

Directives and Standards

Continued from previous page

30. Referral to the Treasury Offset Program (TOP): Once your debt is submitted to TOP, treasury will reduce or withhold any of your eligible Federal payments by the amount of your debt(s). This process is authorized by the Debt Collection Improvement Act of 1996. Treasury is not required to send you notice before your payment is offset. Federal payments eligible for offset include:

- y. Income tax refunds.
- z. Federal salary payments, including military payments.
- aa. Federal retirement payments, including military retirement payments.
- bb. Contractor/vendor payments.
- cc. Certain Federal benefits payments, such as Social Security and Railroad Retirement.
- dd. Other Federal payments, including certain loans that are not exempt from offset.

Before we submit your debt(s) to DMS we are required to inform you that you may:

- 5. Inspect and copy our records related to your debt(s).
- 18. Request a review of our determination that you owe this debt, (if allowed) request a waiver of all or a part of the debt(s).
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To avoid being referred to Treasury, you must do one of the following within 30 days:

- ***Pay debt amount(s) referenced above through one to the methods listed below:***
 - Check (pay to the order of Bureau of Reclamation)

DOI – BOR - Region: Missouri Basin
P. O. Box 6200-22
Portland, OR 97228-6200

Continued to next page

Reclamation Manual

Directives and Standards

If sending Overnight, please use the following address:

U.S. Bank-Attn: Government Lockbox – DOI
Bureau of Reclamation Missouri Basin #6200-22
17650 NE Sandy Blvd.
Portland, OR 97230

- Pay Online through Pay.gov: <https://www.pay.gov/public/form/start/596136970>
 - Options:
 - 16. ACH (Bank Account- No Limit)
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 - 18. Credit Card (Limit \$24, 999)
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Bureau of Reclamation
Attn: MB-3300
2021 4th Avenue, North
Billings, MT 59101

If you make or provide any knowingly false or frivolous statements, representations, or evidence, you may be liable for penalties under the False Claims Act (31 United States Code [U.S.C.] 3729-3731), or other applicable statutes, and/or criminal penalties (18 U.S.C. 286 and 287), or other applicable statutes.

If you have any questions, please contact us the [Regional Accounts Receivable Team at \(xxx\) xxx-xxxx](#) or by mail at the following address within 30 days of this notice.

Bureau of Reclamation
Attn: MB-3300
2021 4th Avenue, North
Billings, MT 59101

Sincerely,

[Regional Financial Manager or Finance Officer Name](#)
[Title & Regional Office](#)

Enclosures – 2

bc: [Regional Office POC/Mail Stop file copy](#)
(w/encl to each)

Reclamation Manual

Directives and Standards

Upper Colorado Region

Regional Mail Stop
1.3.11

PRIORITY MAIL-DELIVERY NOTIFICATION

NOTICE OF INTENT TO OFFSET

Mr. Sample Test
1520 Sample Street
Jerome, ID 83338

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The DMS will use one or more collection tools available to them. These include:

31. Referral of debt(s) to a private collection agency.
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33. Credit Bureau Reporting.
34. Filing of 1099-C for compromised or terminated debt(s) to the Internal Revenue Service.
35. Referral to the Department of Justice.

Continued to next page

Reclamation Manual

Directives and Standards

Continued from previous page

36. Referral to the Treasury Offset Program (TOP): Once your debt is submitted to TOP, treasury will reduce or withhold any of your eligible Federal payments by the amount of your debt(s). This process is authorized by the Debt Collection Improvement Act of 1996. Treasury is not required to send you notice before your payment is offset. Federal payments eligible for offset include:

- ee. Income tax refunds.
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- gg. Federal retirement payments, including military retirement payments.
- hh. Contractor/vendor payments.
- ii. Certain Federal benefits payments, such as Social Security and Railroad Retirement.
- jj. Other Federal payments, including certain loans that are not exempt from offset.

Before we submit your debt(s) to DMS we are required to inform you that you may:

- 6. Inspect and copy our records related to your debt(s).
- 22. Request a review of our determination that you owe this debt, (if allowed) request a waiver of all or a part of the debt(s).
- 23. For the purposes of salary offset or administrative wage garnishment, request a hearing.
- 24. Be entitled to a hearing if we determine that a hearing is required.
- 25. Enter into an acceptable written repayment agreement.

To avoid being referred to Treasury, you must do one of the following within 30 days:

- ***Pay debt amount(s) referenced above through one to the methods listed below:***
 - Check (pay to the order of Bureau of Reclamation)

DOI - BOR - Region: Upper Colorado
P. O. Box 6200-21
Portland, OR 97228-6200

Continued to next page

Reclamation Manual

Directives and Standards

If sending Overnight, please use the following address:

U.S. Bank-Attn: Government Lockbox - DOI
Bureau of Reclamation Upper Colorado #6200-21
17650 NE Sandy Blvd.
Portland, OR 97230

- Pay Online through Pay.gov: <https://www.pay.gov/public/form/start/596136970>
 - Options:
 - 21. ACH (Bank Account- No Limit)
 - 22. Debit (No Limit)
 - 23. Credit Card (Limit \$24, 999)
 - 24. PayPal (Limit \$10,000)
 - 25. Amazon Pay (Limit \$10,000)
- **Agree to a Repayment Plan:** If you are unable to pay the amount in full, contact the [Regional Accounts Receivable Team at \(xxx\) xxx-xxxx](#), to arrange an acceptable repayment plan.
- **Request a review if you believe the debt is not owed:** If you believe that all or part of the debt is not delinquent or legally enforceable, you must send evidence to support your position to the address below. We will inform you of our decision about your debt(s).

Bureau of Reclamation
125 South State Street, Room 8100
Salt Lake City, UT 84138-1102

If you make or provide any knowingly false or frivolous statements, representations, or evidence, you may be liable for penalties under the False Claims Act (31 United States Code [U.S.C.] 3729-3731), or other applicable statutes, and/or criminal penalties (18 U.S.C. 286 and 287), or other applicable statutes.

If you have any questions, please contact the [Regional Accounts Receivable Team at \(xxx\) xxx-xxxx](#) or by mail at the following address within 30 days of this notice.

Bureau of Reclamation
125 South State Street, Room 8100
Salt Lake City, UT 84138-1102

Sincerely,

[Regional Financial Manager or Finance Officer Name](#)
[Title & Regional Office](#)

Enclosures – 2

bc: [Regional Office POC/Mail Stop file copy](#)
(w/encl to each)