September 25, 2002

MEMORANDUM TO: Jesse L. Funches
Chief Financial Officer

FROM: Charlotte L. Turner, Director ***/RA/***
Division of Accounting and Finance
Office of the Chief Financial Officer

SUBJECT: REQUEST FOR APPROVAL TO WRITE-OFF
DELINQUENT DEBTS (WRITE-OFF NO. FY2002-22)

The attached list of delinquent debts were referred to the Department of the Treasury for cross servicing. The License Fee and Accounts Receivable Branch is writing off these accounts because they will be two years old as of September 29, 2002. This action is in compliance with the revised write-off procedures and policy implemented on March 6, 1999, which established procedures to remove uncollectible accounts from the active portfolio through write-off, although collection action may continue and in accordance with revised OMB Circular No.
A-129, which states that generally write-off is mandatory for delinquent debt older than two years.

The Department of the Treasury will continue collection activity on these debts. These debts will be reported on the Report on Receivables Due from the Public (TROR) under Debt Disposition, Written Off and Not Closed Out. These debts will be closed out (i.e., a 1099C will be issued to the IRS and a copy sent to the debtor) when the Department of the Treasury returns the accounts as uncollectible. The total amount to be written-off is $11,794.74. Your approval for the write-off is requested.

Attachment: As stated

APPROVED:

/RA/ September 30, 2002

Jesse L. Funches Date
Chief Financial Officer

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