

June 24, 2003

MEMORANDUM TO: Carl F. Dolinka, Acting Director
Division of Financial Management
Office of the Chief Financial Officer

FROM: Leah P. Tremper, Chief */RA/*
Accounts Receivable Team
Division of Financial Management
Office of the Chief Financial Officer

SUBJECT: REQUEST FOR APPROVAL TO WRITE-OFF A
DELINQUENT DEBT (WRITE-OFF NO. FY2003-39)

Invoice Number 4E0022A was issued to Yvonne Terry on October 26, 1994, in the amount of \$36,000 for restitution. Ms. Terry has paid \$24,578.84 from her retirement account and additional funds in the amount of \$6,400 while on probation. This account has been referred to the Treasury Offset Program by the U.S. Attorney's office. The Accounts Receivable Team is writing off this account because it is over two years old. 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 this debt. This debt will be reported on the Report on Receivables Due from the Public (TROR) under Debt Disposition, Written Off and Not Closed Out. This debt 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 account as uncollectible. The total amount to be written-off is \$5,021.16. Your approval for the write-off is requested.

Attachment: As stated

APPROVED:

/RA/

Carl F. Dolinka, Acting Director
Division of Financial Management
Office of the Chief Financial Officer

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Date

Distribution:

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ADAMS - Yes/No SENSITIVE/NON-SENSITIVE PUBLIC/NON-PUBLIC

Initials - lpt

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| NAME | SATitherington | | LPTremper | | A Rossi (on leave) | | CFDolinka | |
| DATE | 06/23/03 | | 06/23/03 | | 06/ /03 | | 06/24/03 | |

