

June 15, 2006

MEMORANDUM TO: Mary S. Givvines, 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
DELINQUENT DEBTS (WRITE-OFF NO. FY2006-18)

The enclosed debts were referred to the Department of the Treasury for cross-servicing. The Accounts Receivable Team proposes writing off these debts because they are two years old as of June 7, 2006. 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 account as uncollectible. The total amount to be written off is \$6,107.80. Your approval for the write-off is requested.

Enclosure:
As stated

APPROVED:

/RA/

6/15/06

Mary S. Givvines, Director
Division of Financial Management
Office of the Chief Financial Officer

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Distribution:

OCFO/DFM/ART RF
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OCFO/DFM SF (AR-1.8)
Invoice File No. (AM2764-04, AM3026-04, & AM3302-04)
G:\DAF\LFARB\Acct Rec\FY2006-18.wpd

ADAMS - Yes/No

SENSITIVE/NON-SENSITIVE

PUBLIC/NON-PUBLIC

Initials - lpt

SUNSI Review Complete *Please see concurrence

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OFFICE	OCFO/DFM/ART	E	OCFO/DFM/ART	E	OCFO/DFM	N
NAME	SATitherington*		LPTremper*		ACRossi*	
DATE	06/13/06		06/14/06		06/15/06	

WRITE OFF FY2006

WRITE OFF NO FY2006-18

Name	Invoice No.	Date of Invoice	Principal	Interest	Admin & Penalty	Total	License Status	License No.
Architectonic Roof	AM2764-04	05/03/04	2,500.00	0.00	0.00	2,500.00	Terminated	37-30447-01
General Hospital	AM3026-04	05/10/04	2,300.00	7.56	49.24	2,357.80	Retired	29-01040-03
Saginaw Valley	AM3302-04	06/07/04	1,250.00	0.00	0.00	1,250.00	Revoked	21-3232601
TOTAL						\$6,107.80		