

January 15, 2009

MEMORANDUM TO: Cynthia A. Rheaume, Controller  
Office of the Chief Financial Officer

FROM: Mona S. Williams, Chief */RA/*  
License Fee Team  
Financial Management  
Office of the Chief Financial Officer

SUBJECT: REQUEST FOR APPROVAL TO WRITE-OFF DELINQUENT  
DEBT (WRITE-OFF NO. FY2009-01)

The enclosed debt was referred to the Department of the Treasury for cross servicing. The License Fee Team proposes writing off this account because it was two years old as of December 5, 2008. This action is in compliance with write-off procedures and policy implemented on March 6, 1999, which established procedures to remove uncollectible accounts from the active portfolio through write-off in accordance with revised Office of Management and Business (OMB) Circular No. A-129. Although collection action may continue, generally a 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 Treasury Report on Receivables (TROR) due from the public under Debt Disposition, Written Off and Not Closed Out. These debts will be closed out (i.e., a 1099C will be issued to the Internal Revenue Service (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 \$1,362.93. Your approval for the write-off is requested.

APPROVED:

Gordon S. Peterson for

1/15/09

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Cynthia A. Rheaume, Controller  
Office of the Chief Financial Officer

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Date

Enclosure:  
Write-Off No. FY2009-01

MEMORANDUM TO: Cynthia A. Rheame, Controller  
Office of the Chief Financial Officer

FROM: Mona S. Williams, Chief /RA/  
License Fee Team  
Financial Management  
Office of the Chief Financial Officer

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APPROVED:

Gordon S. Peterson for

01/15/09

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Cynthia A. Rheame, Controller  
Office of the Chief Financial Officer

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Date

Enclosure:  
Write-Off No. FY2009-01

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DATE	1 / 15 / 09		1 / 15 / 09	

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WRITE OFF FY2009

WRITE OFF NO. FY2009-01

Name	Invoice No.	Date of Invoice	Principal	Interest	Admin & Penalty	Total	License Status	License No.
Deborah D. Braswell	EE0003-07	12-05-06	\$1,362.93	0.00	0.00	\$1,362.93	N/A	N/A
<b>TOTAL</b>						<b>\$1,362.93</b>		

Enclosure