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U.S. Department of Agriculture

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Administrative Billings and Collections System (ABCO)



PUBLICATION CATEGORY
Administrative Billings Processing

PROCEDURE MANUAL
Administrative Billings and Collections System



Latest Update Information

The following changes have been made to the Administrative Billings and Collections System (ABCO) procedure:

Section	Description of Change
Leave Buy Back	Detailed information on Leave Buy Back has been added.
Repayment Methods	Pay.gov information has been added.
Bankruptcies	Detailed information on Bankruptcies has been added.
Employee Personal Page	Detailed information on what information is displayed on a debtor's Employee Personal Page (EPP) account has been added.
Processing Workflows	Modifications have been made to the following workflows: <ul style="list-style-type: none">• Adjustment Processing Bills, Form NFC-1100, Notice of Overpayment of Salary and Demand for Payment, and Form NFC-1101, Notice of Intent to Offset Salary and Repayment Agreement.• FEHB Bill, Form NFC-937, Notice of Intent to Recover Past Due Health Benefits from Salary.• Processing of Manual Bill, Form NFC-631, Demand Notice for Payment, and Form NFC-631 pg2, Repayment Agreement.
Administrative Billings and Collections Inquiry (ABCOINQ) System	ABCOINQ procedure has been added.
ABCO Claims Information Inquiry	ABCO Claims Information Inquiry procedure has been added.
Exhibits	Revised copies of the following forms have been added: <ul style="list-style-type: none">• Form NFC-631 pg4, Employee Rights Notice• Form NFC-631 pg6, To Avoid Referral to the Department of the Treasury• Form NFC-1100 pg2 ALL, Employee Rights Notice• Form NFC-1100 pg4 ALL, To Avoid Referral to the Department of the Treasury• Form NFC-937 pg2, Employee Rights Notice• Form NFC-937 pg4 ALL, To Avoid Referral to the Department of the Treasury• Form NFC-937 pg2 TR, Employee Rights Notice• Exhibit 11, ABCO Bill Reference Guide





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Typographical Conventions

Convention	Example
References to a button are indicated by Courier New font and in bold.	Select the Save button.
References to email addresses are indicated in italics.	For additional assistance, send email to <i>jane.doe@usda.gov</i> .
References to menu options are indicated in italics and in bold.	To print the Earnings and Leave (E&L) Statement, select <i>File > Print</i> .
References to system messages are indicated by Courier New font and are italicized.	The message <i>Changes have been made. Save changes?</i> is displayed.
References to valid values are indicated by Courier New font and are italicized.	Valid values are <i>None, End or Start.</i>
References to actual data are indicated by Courier New font.	Enter 10 into the field.
References to telephone numbers are indicated in bold.	For assistance, call 1-800-555-1212 .



Feedback

You can provide feedback to NFC from within the Web version of the manual. Select the **Submit Feedback** link. This will activate a pre-addressed email for you to add your comments. This pre-addressed email automatically identifies your exact location in the document so that we can better address your comments and/or questions.



Introduction

The Administrative Billings and Collections System (ABCO) is an accounts receivable system of the United States Department of Agriculture (USDA). It provides a method for billing and collecting debts from Federal employees (current, separated, or retired) with outstanding debts owed to the Government.

For all debtor accounts established, ABCO monitors the debt and records all collections on the accounts until the debts are resolved. ABCO also processes voluntary (unbilled) collections for which only accounting records are produced and no bill is required.

Receivables are established in ABCO for:

- Overpayments, erroneous payments, past due health premiums, or duplicate payments that are processed in the *NFC*¹ Payroll/Personnel System (PPS)
- Other employee-related debts, such as damage to Government property or failure to return Government property
- Voluntary collections received
- Unpaid travel advances
- Unpaid student tuition advances

¹ National Finance Center



Overview

In an effort to improve Debt Management Services at NFC, the following procedures have been developed to identify Agency and NFC responsibilities. The objective of these procedures is to improve reporting and accelerate the processing and referral of the delinquent debt to conform with the Debt Collection Act of 1982, as amended by the Debt Collection Improvement Act (DCIA) of 1996 and the Office of Management and Budget's (OMB) Circular No. A-129, Policies For Federal Credit Programs and Non-tax Receivables. The DCIA and OMB's Circular No. A-129 govern the requirements for managing non-tax receivables and collecting delinquent debts.

- The DCIA requires that a debt that is delinquent more than 120 days be referred to the United States Department of the Treasury (Treasury) for further collection action.
- The OMB Circular No. A-129 mandates the following:
 - Delinquent receivables older than 2 years be written off unless documented and justified to OMB in consultation with Treasury.
 - Delinquent receivables under 2 years may be collected using the following methods as authorized by OMB Circular No. A-129:
 - Demand letters
 - Administrative wage garnishment
 - Referring delinquent debts to the Treasury Offset Program (TOP)
 - Transferring delinquent debts to Treasury Cross-Servicing (Cross-Servicing)

These laws authorize automatic deduction from an indebted employee's disposable pay as a collection procedure. Included in the repayment of the debt are interest, penalties, and administrative costs on overdue debts. It also authorizes the Government to contract for private collection services and to disclose information on debts to credit-reporting services and Treasury.

- These Acts permit collection of salary-related debts, program debts, and general employee indebtedness by offset against an employee's current or final salary.
- These Acts prescribe standards to determine the amount to be deducted from an employee's basic pay, special pay, incentive pay, retired pay, or other authorized pay.

This section includes the following topics:

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How Other Systems Interface with ABCO

ABCO provides accounting data related to revenue, refunds, or reimbursements for USDA's Budget Cost and General Ledger Systems. It interfaces with other USDA systems (e.g., PPS) to properly record billing and collection transactions. ABCO provides automatic recording, aging, and reporting of receivables which eliminates the need for Agency period-end estimates.

ABCO provides online debtor-account information through the Administrative Billings and Collections Inquiry (ABCOINQ). ABCOINQ allows Agencies to view:

- Receivable records for overpayments, erroneous payments, duplicate payments, or voluntary collections
- A list of receivables by debtor number
- Collection and adjustment records
- Bill records (including prior bill amount, past due amount, current charges, and bill amount)
- Details of the receivable record

For detailed information on using ABCOINQ, refer to the topic *ABCO Online Inquiry System (ABCOINQ) Screens* (on page 65).

Security Access

Agencies must request access for each of the following through their Agency Security Officer (ASO):

- **ABCOINQ** - Allows authorized personnel to research debtor account information for non-delinquent debts.
- **ABCOINQ** Claims Screens - Allows authorized personnel to research debtor account information for delinquent and non-delinquent debts.

With **ABCOINQ** Claims Screens Access, the online debtor-account information is augmented by giving access to four additional screens unique to delinquent debts. Some of the specific additional elements this allows Agencies to view are:

- Initial Claim Amount
- Dates that time - sensitive events happened; dates of additional referral or transfer; dates that any applicable repayment agreements were made; or other events that changed the nature or the course of action in the collection process
- Indication that the Claim was reported to the Credit Bureaus



- Date TOP and Cross Servicing use as the notification date
- Collection and adjustment records received from TOP and Cross Servicing
- Changes to amounts in TOP: Add, Increased, Decreased, Updated
- The Status of the Claims: OPEN, PAID, CANCEL, WRITEOFF
- **Insight** - Allows authorized personnel to create and/or review Insight reports Leave period
 - Includes only non-sensitive ABCO information.
 - ABCO Claims - Includes both non-sensitive ABCO and Claims Information.

For detailed information on using ABCOINQ Claims Screens Access, refer to the topic ABCO Claims Information Inquiry Screens.

Who To Contact for Help

For questions about NFC processing, authorized Servicing Personnel Office representatives should contact the NFC Contact Center at **1-855-NFC-4GOV (1-855-632-4468)** or via the customer service portal (CSP).



System Generated Bills

Employee indebtedness may be initiated by submitting corrected Time and Attendance (T&A) records, personnel history corrections, internal NFC adjustments (NFC-29), or Agency request for billing via the Web-based Special Payroll Processing System (SPPSWeb).

After notification has been sent to the employee, NFC will begin deductions from the employee's salary beginning in the pay period stated on the notice. The amount deducted per pay period depends on whether the indebtedness is considered major or minor. A major indebtedness exceeds 15 percent of the employee's disposable pay and will be offset in installments. A minor indebtedness is less than or equal to 15 percent of the disposable pay and is collected in a one-time pay deduction through salary offset.

This section includes the following topics:

Viewing and Printing System Generated Bills 13

Viewing and Printing System Generated Bills

The following debt notices are available on the Reporting Center (RPCT) to the Agencies:

- NFC1100 - Notice of Overpayment of Salary and Demand for Payment (Non-Treasury)
- NFC1100 - TR - Notice of Overpayment of Salary and Demand for Payment (Treasury)*
- NFC937 - Notice of Intent to Recover Past-Due Health Benefits from Salary (Non-Treasury)
- NFC937 - TR - Notice of Intent to Recover Past-Due Health Benefits from Salary (Treasury)*
- NFC937 - A - Notice of Intent to Recover Past-Due Life Insurance Premiums from Salary**
- NFC937 - B - Notice of Intent to Recover Past-Due Health Benefits

*For Treasury use only

**For Smithsonian use only

These notices can be found under the Financial Reports Menu on RPCT. Access must be requested by the ASO and must include the applicable Organization and Personnel Office Identifier (POI) information.

Once proper access has been granted, this will provide the Agencies' HR Offices with the capability to view and/or print the above ABCO notices. Agencies must log onto the RPCT to



print and mail their notices. A schedule, which lists when bills are available for printing and mailing, is available on the NFC Web site. This schedule is updated yearly.



Notices

Forms NFC-MPAY, Notice of Missed Payment, and NFC-PPAY, Notice of Partial Payment

Forms NFC-MPAY, Notice of Missed Payment, and NFC-PPAY, Notice of Partial Payment, are identified below.

- Form NFC-MPAY is submitted to the debtor when funds are not received to cover the agreed upon amount as per the repayment agreement. See **Exhibit 1: Form NFC-MPAY, Notice of Missed Payment** (on page 132).

Note: This form generates different texts based on the type of missed payment.

- Form NFC-PPAY is submitted to the debtor when funds received or garnished were insufficient to cover the agreed upon amount as per the repayment agreement. **Exhibit 2: Form NFC-PPAY, Notice of Partial Payment** (on page 133)

Debt Management Employee Rights Notices

Debt Management Employee Rights Notices debtor packages are identified below.

- Form NFC-631, Demand Notice for Payment. Form NFC-631 is submitted to a separated debtor informing them of their indebtedness due to the United States Government. This notice is mailed with the following forms to create a debtor package:
 - Form NFC-631 pg2, Repayment Agreement
 - Form NFC-631 pg3, Bill For Collection (continued)

Note: This form will generate only when the debt information exceeds one page.

- Form NFC-631 pg4, Employee Rights Notice
- Form NFC-631 pg5, Employee Rights Notice
- Form NFC-631 pg6, To Avoid Referral to the Department of the Treasury

This debtor package provides them the option to enter into an acceptable repayment agreement, informs them of their detailed rights, and what actions will be taken on the debt if it is deemed delinquent. See **Exhibit 3: Form NFC-631, Demand Notice for Payment and Debtor Package (Form NFC-631pg2, Form NFC-631pg3, Form NFC-631pg4, Form NFC-631pg5, and Form NFC-631pg6)** (on page 134).

- Form NFC-1100, Notice of Overpayment of Salary and Demand for Payment. Form NFC-1100 is for Non-Treasury Department employees. Form NFC-1100 is submitted to an active debtor informing them of their indebtedness due to the United States Government. This notice is mailed with the following forms to create a debtor package:



- Form NFC-1100 pg2 ALL, Employee Rights Notice
- Form NFC-1100 pg3 ALL, Employee Rights Notice
- Form NFC-1100 pg4 ALL, To Avoid Referral to the Department of the Treasury
- Form NFC-1101, Notice of Intent to Offset Salary and Repayment Agreement

This debtor package provides them the option to enter into an acceptable repayment agreement, informs them of their detailed employee rights, what actions will be taken on the debt if it is deemed delinquent and emphasizes the following statement:

Important: If your pay becomes insufficient to cover the payment due through salary deduction, i.e., you enter into a non-pay status or separate from service, it is your responsibility to submit the missed payment to NFC to avoid delinquency. See Exhibit 4: Form NFC-1100, Notice of Overpayment of Salary and Demand for Payment and Debtor Package (Form NFC-1100 pg2 ALL, Form NFC-1100 pg3 ALL, Form NFC-1100 pg4 ALL, and Form NFC-1101).

- Form NFC-1100TR, Notice of Overpayment of Salary and Demand for Payment. Form NFC-1100TR is for Treasury Department employees. Form NFC-1100TR is submitted to an active debtor informing them of their indebtedness due to the United States Government. This notice is mailed with the following forms to create a debtor package:
 - Form NFC-1100p g2 ALL, Employee Rights Notice
 - Form NFC-1100 pg3 ALL, Employee Rights Notice
 - Form NFC-1100 pg4 ALL, To Avoid Referral to the Department of the Treasury
 - Form NFC-1101TR, Repayment Agreement

This debtor package provides them the option to enter into an acceptable repayment agreement, informs them of their detailed employee rights, what actions will be taken on the debt if it is deemed delinquent and emphasizes on the following statement:

Important: If your pay becomes insufficient to cover the payment due through salary deduction, i.e., you enter into a non-pay status or separate from service, it is your responsibility to submit the missed payment to NFC to avoid delinquency. See *Exhibit 5: Form NFC-1100TR, Notice of Overpayment of Salary and Demand for Payment and Debtor Package (Form NFC-1100pg2ALL, Form NFC-1100pg3ALL, Form NFC-1100pg4ALL, and Form NFC-1101TR)* (on page 141).

Note: Form NFC-1100 and/or Form NFC-1100TR bills are not issued for amounts less than or equal to \$50. These amounts will be automatically offset from an employee's salary in the next pay period if the debtor is payrolled by NFC. The following statement will appear in the Item Description column of the Earnings and Leave Statement for this garnishment: **OVERPAYMENT COLLECTED PER 5CFR 550.1104C. CONTACT YOUR AGENCY FOR MORE INFORMATION.**



- Form NFC-937, Notice of Intent to Recover Past Due Health Benefit From Salary. Form NFC-937 is for Non-Treasury Department employees. Form NFC-937 is submitted to an active debtor informing them of their indebtedness due to the United States Government due to a past due health premium. This notice is mailed with the following forms to create a debtor package:
 - Form NFC-937 pg2 ALL, Employee Rights Notice
 - Form NFC-937 pg3 ALL, Employee Rights Notice
 - Form NFC-937 pg4 ALL, To Avoid Referral to the Department of the Treasury

This debtor package provides them the option to enter into an acceptable repayment agreement, informs them of their detailed employee rights, what actions will be taken on the debt if it is deemed delinquent and emphasizes on the following statement:

Important: If your pay becomes insufficient to cover the payment due through salary deduction, i.e., you enter into a non-pay status or separate from service, it is your responsibility to submit the missed payment to NFC to avoid delinquency. See *Exhibit 6: Form NFC-937, Notice of Intent to Recover Past-Due Health Benefits From Salary and Debtor Package (Form NFC-937pg2, Form NFC-937pg3ALL, and Form NFC-937pg4ALL)* (on page 146).

- Form NFC-937TR, Notice of Intent to Recover Past Due Health Benefit From Salary. Form NFC-937TR is for Treasury Department employees. Form NFC-937TR is submitted to an active debtor informing them of their indebtedness due to the United States Government due to a past due health premium. This notice is mailed with the following forms to create a debtor package:
 - Form NFC-937 pg2 TR, Employee Rights Notice
 - Form NFC-937 pg3 ALL, Employee Rights Notice
 - Form NFC-937 pg4 ALL, To Avoid Referral to the Department of the Treasury

This debtor package provides them the option to enter into an acceptable repayment agreement, informs them of their detailed employee rights, what actions will be taken on the debt if it is deemed delinquent and emphasizes on the following statement:

Important: If your pay becomes insufficient to cover the payment due through salary deduction, i.e., you enter into a non-pay status or separate from service, it is your responsibility to submit the missed payment to NFC to avoid delinquency. See *Exhibit 7: Form NFC 937TR, Notice of Intent to Recover Past-Due Health Benefits from Salary and Debtor Package (Form NFC-937pg2TR, Form NFC-937pg3ALL, and Form NFC-937pg4ALL)* (on page 150).



Manually Created Bills

Nonsystem-generated bills are established by Agencies using one of the following methods:

- Properly executed payroll request in SPPS Web
- Entered into the CSP
- Submitted Form AD-343, Payroll Action Request via Customer Service Portal
- Call the NFC Contact Center at **1-855-NFC-4GOV (1-855-632-4468)**

When NFC receives a request from the Agency, the billing data is entered in ABCO. Form NFC-631, Demand Notice for Payment, Form NFC-631pg2, Form NFC-631pg3, Form NFC-631pg4, Form NFC-631pg5, and Form NFC-631pg6 are generated and sent to the debtor.

Form AD-343, Payroll Action Request

Form AD-343 is displayed below and used by Agencies to initiate billings for employees payrolled at NFC for items other than salary overpayments, such as travel debts, damage to Government property, or failure to return Government property. The completed form must be submitted to the address preprinted on the form displayed below. The Agencies should retain a copy for their files. After Form AD-343 is received and processed at NFC, Form NFC-631 is produced and mailed to the employee.

USDA, National Finance Center
Attn: ABCO Section - Billings Unit
P.O. Box 61765
New Orleans, Louisiana 70161



PAYROLL ACTION REQUEST		2. ADJUSTMENT PERIOD (Inclusive)			
		FROM		TO	
1. PERSONNEL OFFICE SEQUENTIAL REQUEST NUMBER		DATE	P/P	DATE	P/P
3. INSTRUCTIONS ON REVERSE OF AGENCY COPY PLEASE READ CAREFULLY U.S. DEPARTMENT OF AGRICULTURE NATIONAL FINANCE CENTER PO BOX 60000 NEW ORLEANS LA 70160		4. FROM			
		AGENCY CODE	PERSONNEL OFFICE IDENTIFIER		ACCT. STATION CODE
		AGENCY NAME AND MAILING ADDRESS			
		CITY	STATE	ZIP CODE	
9. SOCIAL SECURITY NO.		5. EMPLOYEE'S T&A CONTACT POINT			
10. EMPLOYEE'S NAME (Last, First, Middle Initial)		6. FLSA			
11. NATURE OF ACTION TO BE TAKEN		<input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT			
		7. RETIREMENT COVERAGE CODE			
13. EXPLANATION OF CIRCUMSTANCES WHICH REQUIRE THIS ACTION		8. TYPE EMPLOYMENT			
		<input type="checkbox"/> FULL-TIME <input type="checkbox"/> INTERMITTENT <input type="checkbox"/> REEMPLOYED ANNUITANT		<input type="checkbox"/> PART-TIME <input type="checkbox"/> ALTERNATE WORK SCHEDULE	
15. ACCOUNTING DATA TO BE CHARGED AND/OR CREDITED		12. TERMINATED			
		<input type="checkbox"/> NO <input type="checkbox"/> YES		<input type="checkbox"/> IF YES <input type="checkbox"/> DATE TERMINATED	
16. ATTACHMENTS SUPPORTING OR AUTHORIZING THIS ACTION		CHECK MAILING ADDRESS OR DESIGNATED AGENT NUMBER			
		14. GROSS AMOUNT OF ADJUSTMENT			
17. PERSON TO BE CONTACTED FOR ADDITIONAL INFORMATION		TELEPHONE (Area Code and Number)			
18. EMPLOYEE'S SIGNATURE AND DATE SIGNED (If Required)					
19. APPROVAL					
AUTHORIZED OFFICIAL'S SIGNATURE AND TITLE				DATE APPROVED	

FORM AD-343 (USDA) (REV. 11/95)

Instructions for Completing Form AD-343, Payroll Action Request

Complete Form AD-343 comments according to the instructions below.



Block Number on Form	Title on Block	Instructions
Block 1	<i>Personnel Office Sequential Request Number</i>	Enter the Agency-assigned sequential number to identify the payroll action request. The first request of the year should start with one. Thereafter, each request is assigned the next number in ascending order. Each leave year, a new series of numbers is issued.
Block 2	<i>Adjustment Period (Inclusive), From: Date P/P, To: Date P/P</i>	Enter the inclusive dates and pay periods for the adjustment. When the request for an adjustment or correction involves 1 or more previous pay periods, a detailed description is displayed in Block 13, Explanation of Circumstances Which Require This Action.
Block 3	<i>Instructions on Reverse of Agency Copy Please Read Carefully</i>	Do not enter any information in this block.
Block 4	<i>From: Agency Code, Personnel Office Identifier, Acct. Station Code, Agency Name and Mailing Address, City, State, Zip Code</i>	<p>Enter the two-digit Agency code assigned by the Department.</p> <p>Enter the four-digit code assigned by the Agency to the personnel office responsible for processing personnel and other related documents for the employee for the Personnel Office Identifier.</p> <p>Enter the four-digit accounting station code assigned as the Agency Accounting Station Code.</p> <p>Enter the full name and address of the office preparing the request in the Agency Name and Mailing Address.</p> <hr/> <p>Note: Ensure that the information is shown correctly, since future correspondence will be sent to the address identified in this block.</p>
Block 5	<i>Employee's T&A Contact Point</i>	Enter the applicable contact-point code to identify the Agency office where NFC can direct inquiries about T&A reports.
Block 6	<i>FLSA</i>	Check the exempt box for employees not covered under the Fair Labor Standards Act (FLSA). Check the non-exempt box for employees covered under FLSA.



Block Number on Form	Title on Block	Instructions
Block 7	<i>Retirement Coverage Code</i>	Enter the code to indicate if the employee's appointment is subject to Federal Insurance Contributions Act (FICA) or retirement deductions at the appropriate percentage rate. Annotate whether the employee is Civil Service Retirement System (CSRS), CSRS Offset, or Federal Employees Retirement System (FERS).
Block 8	<i>Type Employment</i>	Check the block that indicates the employee's type of employment (full-time, intermittent, reemployed annuitant, part-time, alternate work schedule).
Block 9	<i>Social Security No.</i>	Enter the employee's Social Security number (SSN) to ensure the action is processed against the correct record. No entry or an incorrect entry will result in a processing delay. If the request involves more than 1 pay period or employee, enter See Attachment and list the names, SSNs, and pay periods on an attachment.
Block 10	<i>Employee's Name (Last, First, Middle Initial)</i>	Enter the employee's full name as it appears on the employee's Standard Form (SF) 50, Notification of Personnel Action (Last, First, Middle Initial). If the request involves more than one employee, enter See Attachment and list the names and SSNs on an attachment.
Block 11	<i>Nature of Action To Be Taken</i>	Enter a description of the type of action to be taken. Enter detailed explanations in Block 13, Explanation of Circumstances Which Require This Action. If an employee has different transactions, a separate Form AD-343, must be used.
Block 12	<i>Terminated</i>	Check the appropriate block, if applicable. If the employee was terminated, enter the date terminated. Enter the employee's mailing address. If check is to be mailed to a designated agent, enter the Agency assigned four-digit Agency number.
Block 13	<i>Explanation of Circumstances Which Require This Action</i>	Enter the detailed explanation of the transaction. Include specific dates if applicable. For additional space, use a separate sheet and enter See Attachment .



Block Number on Form	Title on Block	Instructions
Block 14	<i>Gross Amount of Adjustment</i>	Enter the gross amount of the adjustment, if available.
Block 15	<i>Accounting Data To Be Charged and/or Credited</i>	Enter the appropriate accounting code to be used on the amounts entered in Block 13, Explanation of Circumstances Which Require This Action. If the charges or credits affect multiple accounting distributions, each must be entered. If the correction involves a number of line items, enter See Attachment and list the data on an attachment. Also enter the dollar amounts or hours for each line item. In addition to these entries, include the object classification code(s) used for the payment transactions.
Block 16	<i>Attachments Supporting or Authorizing This Action</i>	Enter a detailed description of each attached document that relates to or authorizes the action. Also, show in parentheses the number of documents attached.
Block 17	<i>Person To Be Contacted for Additional Information, Telephone</i>	Enter the name and telephone number of the person that NFC should contact for additional information.
Block 18	<i>Employee's Signature and Date Signed (If Required)</i>	Sign and date this block only if the regulations require consent from the employee. This action is taken by the employee.
Block 19	<i>Approval</i>	Sign and enter your official title as the Approving Official. This action is required by the authorized office. Additionally, the date approved must be entered.

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Notice of Overpayment of Salary and Demand for Payment

Salary overpayment bills result from processing of personnel history corrections, corrected T&A records, internal NFC adjustment (NFC-29) or the Agency's request for billing via NFC's SPPS Web.



For Non-Treasury Department

NFC calculates the debt and generates a debtor package, Form NFC-1100 and debtor package. This debtor package is loaded to the RPCT. The personnel office is responsible for forwarding the notices to the employee. These notices include the following information:

- The amount of the debt and related facts.
- NFC's intention to deduct not more than 15 percent from the employee's current disposable pay until the debt, accrued interest, and other fees are paid.
- The estimated amount, frequency, proposed beginning date, and duration of the deductions.
- An explanation concerning the current rate of interest. Interest is charged at the current rate established by Treasury, unless a Department has regulations allowing a higher rate. Interest is charged on the unpaid balance every month, beginning with the second month after the bill date on Form NFC-1100. Interest is not accrued on those debts paid in a lump sum on or before the pay period stated on the notice. The interest rate charged when the debt is computed remains at the fixed rate for the duration of the time used in repaying the debt.

Forms

- Form NFC-1100, Notice of Overpayment of Salary and Demand for Payment

Note: The Agency contact that is displayed on this notice is derived from the information that is located in the Table Management System (TMGT), Table 113, Notice of Overpayment of Salary and Demand for Payment. It is the Agency's responsibility to update and maintain their Agency Contact/Address information in TMGT, Table 113. If nothing is entered in the table, the Agency Contact information will remain blank when the notice is printed. The Agency will then be responsible for manually entering the Agency Contact information into each notice once they are received from ABCO and before submittal to the debtor.

- Form NFC-1100pg2ALL, Employee Rights Notice
- Form NFC-1100pg3ALL, Employee Rights Notice
- Form NFC-1100pg4ALL, To Avoid Referral to the Department of Treasury
- Form NFC-1101, Notice of Intent to Offset Salary and Repayment Agreement

For Treasury Department

NFC calculates the debt and generates a debtor package, Form NFC-1100TR, Notice of Overpayment of Salary and Demand for Payment and Debtor Package (Form NFC-1100pg2ALL, Form NFC-1100pg3ALL, Form NFC-1100pg4ALL, and Form NFC-1101TR). This debtor package is loaded to the RPCT. The personnel office is responsible for forwarding the notices to the employee. These notices include the following information:



- The amount of the debt and related facts.
- Treasury Agency employees must sign and return the repayment agreement, Form NFC-1101TR to avoid delinquency if not returned, NFC will deduct not more than 15 percent from the employee's current disposable pay until the debt, accrued interest, and other fees are paid.
- The estimated amount, frequency, proposed beginning date, and duration of the deductions.
- An explanation concerning the current rate of interest. Interest is charged at the current rate established by Treasury, unless a Department has regulations allowing a higher rate. Interest is charged on the unpaid balance every month, beginning with the second month after the bill date on the Form NFC-1100TR. Interest is not accrued on those debts paid in a lump sum on or before the pay period stated on the notice. The interest rate charged when the debt is computed remains at the fixed rate for the duration of the time used in repaying the debt.

Forms

- Form NFC-1100TR, Notice of Overpayment of Salary and Demand for Payment

Note: The Agency contact that is displayed on this notice is derived from the information that is located in TMGT, Table 113. It is the Agency's responsibility to update and maintain their Agency Contact/Address information in TMGT, Table 113. If nothing is entered in the table, the Agency Contact information will remain blank when the notice is printed. The Agency will then be responsible for manually entering the Agency Contact information into each notice once they are received from ABCO and before submittal to the debtor.

- Form NFC-1100pg2TR, Employee Rights Notice
- Form NFC-1100pg3ALL, Employee Rights Notice
- Form NFC-1100pg4ALL, To Avoid Referral To The Department Of Treasury
- Form NFC-1101TR, Repayment Agreement

Past Due Health Benefits

When an employee is in non-pay status, it is the Agency's responsibility to process a personnel action, SF 50, Notification of Personnel Action, with the appropriate Nature of Action Code (NOAC). Also, the one-digit number indicating the correct employment status code (displayed on the Information/Research Inquiry System (IRIS) Program IR101, Salary Data), must be on the SF 50.

If the above is not done, a T&A must be submitted each pay period indicating Transaction Code (TC) 71, Leave Without Pay (LWOP); TC 72, Absent Without Official Leave (AWOL); or TC 73, Suspension.



When an employee enters an LWOP status or pay is insufficient to cover a Federal Employee Health Benefit (FEHB) premium, the employee has the following choices:

Elect in writing to terminate the FEHB coverage.

OR

Elect in writing to continue the FEHB coverage.

Note: Refer to the Code of Federal Regulations (CFR), 5 CFR 890.502 for responsibilities of the employing office.

If the employee elects to continue FEHB coverage, they must elect in writing one of the following:

- Pay the premium directly to NFC and keep the payments current. The employing office should inform the employee that these payments will not receive a pre-tax benefit.

OR

- If the employee does not agree to pay the premiums directly to NFC to keep payments current, the employing office will recover the amount of accrued unpaid premiums as a debt. The employee may agree that upon returning to employment or upon pay becoming sufficient to cover the premiums to allow NFC to deduct premiums. NFC will deduct, in addition to the current pay period's premiums, an amount equal to the premiums for a pay period during which the employee was in an LWOP status or pay was not enough to cover premiums.

Note: NFC will continue using this method to deduct the accrued unpaid premiums from salary until the debt is recovered in full. The employee must also agree that if they do not return to duty or the employing office cannot recover the debt in full from salary, the employing office may recover the debt from whatever other sources it normally has available for the recovery of a debt to the Federal government.

NFC will send the employee one of the following upon their return to duty, and the Agency's copy will be loaded to RPCT:

Non-Treasury Department employees will receive the following notices:

- Form NFC-937, Notice of Intent to Recover Past-Due Health Benefits From Salary
- Form NFC-937pg2, Employee Rights Notice
- Form NFC-937pg3ALL, Employee Rights Notice
- Form NFC-937pg4ALL, To Avoid Referral to the Department of the Treasury

Treasury Department employees will receive the following notices:



- Form NFC-937TR, Notice of Intent to Recover Past-Due Health Benefits from Salary
- Form NFC-937pg2TR, Employee Rights Notice
- Form NFC-937pg3ALL, Employee Rights Notice
- Form NFC-937pg4ALL, To Avoid Referral to the Department of the Treasury

Note: If the employee does not pay the amount due or make other arrangements to satisfy the debt, NFC will begin making deductions from the employee's salary beginning the pay period following the due date (30 days from the date on Form NFC-937 or Form NFC-937TR).

Employee Separation (From His/Her Agency)

If an employee separates from his/her Agency through resignation or death before collection of a debt is completed, the balance is automatically collected from any subsequent payments due the indebted employee (e.g., final salary, lump sum payments). In addition to salary offset, when an employee separates or retires from an Agency and leaves an indebtedness, his retirement account can be levied against for settlement of the account. NFC forwards the account information to the Office of Personnel Management (OPM). Please refer to **Exhibit 8: Lien Letter** (on page 154).

NFC generates and forwards to the debtor Form NFC-631 and the debtor package. This notice is used for employee debts that are not related to salary overpayments (i.e., for all debts of employees who have separated from his/her Agency before the debt collection was completed).

Leave Buy Back

Employees who are entitled to injury compensation may elect to use sick leave and/or annual leave, pending approval of the injury claim by the Department of Labor (DOL), Office of Workers' Compensation Programs (OWCP), to avoid possible interruption of income. If the employee uses leave and the OWCP compensation claim is approved, they may arrange with their servicing personnel office to buy back the leave used and have it recredited to their account by changing the leave status to LWOP. The employee may elect to buy the leave back using one of the following methods:

- Pay the full amount by check
- One-time payroll deduction for the full amount
- Repay in installments through payroll deductions

The Agency must submit the completed OWCP package to NFC, Government Insurance and Collections Directorate (GICD), Debt Management Services Branch (DMSB). Listed below are the documents that must be included in the package. Do not submit T&A, leave audits, or copies of personnel actions.



- Form CA-7, Claim for Compensation
- Form CA-7a, Time Analysis Form
- Form CA-7b, Leave Buy Back (LBB) Worksheet/Certification and Election
- Form Letter CA-1208, Leave Approval Letter or CA-1208a, Leave Approval Letter
- Form AD-343, Payroll Action Request
- Department of Labor Check
- Department of Labor Benefit Statement

Note: Form AD-343 must request NFC to create the LBB bill, listing the time frame, hours, and types of leave being repurchased. Packages submitted to DMSB must have an authorized signature certifying that the calculations have been reviewed and approved for processing by the Agency. Refer to the Non-Automated Processing procedure manual for additional information regarding leave buy back processing, which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Clients** from the **MyNFC** drop-down menu on the **NFC Home Page** (<http://www.nfc.usda.gov>). At the HR and Payroll Clients page, select the **Publications** tab and from there select the Manual Pay Processing (MANPAY) category to access the Non-Automated Processing (NONAUTO) procedure manual.

Forward the completed package to the following address:

USDA/OCFO/NFC/GICD/DMSB
P. O. Box 61765
New Orleans, Louisiana 70161

The following steps will follow, upon receipt of the package:

1. DMSB will create an adjustment in SPPS Web to document that the DOL check was received. This information may be found under Agency Remarks. The payment can be viewed in ABCOINQ, on the Receivable Record Screen, as a system code 91, found on the Debtor Number line. Refer to Option 2. Receivable Info (By Debtor ID and Bill Number) for detailed information.
2. DMSB will forward the original paperwork, along with a copy of the check, to the Payroll Processing Branch (PaPB).
3. PaPB verifies the calculations contained in the documents received and issues a request to ABCO to bill via SPPS Web.
4. ABCO establishes the bill in the system, as a system code 92. The OWCP payment applied can be seen on the ABCOINQ Receivable Record screen. Press **PF6** to view the Description Text screen. Refer to Option 2. Receivable Info (By Debtor ID and Bill Number) for detailed information.



5. The employee will receive a notice along with a letter of repayment. If repayment arrangements are not made within 90 days of this notice, the money received from OWCP will be returned to DOL. Any money received from the employee will be refunded to the employee, and the OWCP leave buy back receivable will be canceled.

Note: Agencies must ensure that all documentation provided displays a valid address to return DOL checks received, if required.

6. Once the debt has been paid in full, either by payroll deduction(s) or check, the Agency contacts the NFC Contact Center (NCC) to request a Restoration of Leave Letter from NFC's DMSB. Upon receipt of this letter, the Agency **must** restore the leave in the database using the Time Inquiry - Leave Update System (TINQ). Do not submit corrected T&As to change the annual and/or sick leave to LWOP. Refer to TINQ procedure manual for additional information, which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Clients** from the **MyNFC** drop-down menu on the **NFC Home Page** (<http://www.nfc.usda.gov>). At the **HR and Payroll Clients** https://www.nfc.usda.gov/ClientServices/HR_Payroll/index.php page, select the **Publications** tab and from there select the applicable category to access the procedure manual.



Repayment Methods

The debt may be repaid by one of the following methods:

Payroll Deductions: If the employee has signed Form NFC-1101 or Form NFC-1101TR, the employee can have the total amount deducted in a single pay period on or before the pay period specified on the agreement.

The employee may have less than 15 percent deducted, but not less than \$50 per pay period, if the Agency's approving official determines that the 15-percent deduction would create an extreme financial hardship on the employee. In this situation, the approving official's signature and title must be on the Repayment Agreement. The authorized official's name **must be** established in TMGT, Table 063, Department/Agency/Bureau Contact. It is the responsibility of every Agency to update and maintain authorized contact types within TMGT, Table 063.

Specific details in the repayment of debts are listed below.

- If NFC issues the notice of a debt that is less than 15 percent of the employee's disposable pay, the full amount is automatically deducted in the second pay period after the 30-day waiting period has expired or in a pay period requested by the Agency.
- If the employee's debt exceeds 15 percent of disposable pay and he/she does not sign the Repayment Agreement or has not paid the debt in full, 15 percent of disposable pay is deducted from the employee's pay until the debt is repaid. The deductions begin on the second pay period after the 30-day waiting period has expired.

Note: Treasury Department Agency employees must sign and submit the NFC-1101TR to avoid delinquency.

- If two or more debts have been incurred, the total deductions cannot exceed 15 percent of disposable pay unless the employee consents in writing to a larger amount.

Pay.gov: All debtors, separated and on-the-rolls, can make electronic payments through the Department of the Treasury's (Treasury) application Pay.gov by logging on at <https://www.Pay.gov>. Pay.gov is a secure site, used to process electronic payments, for debts owed to Agencies of the Federal Government. This system allows debtors to make online payments against non-tax Federal debts established in the NFC's ABCO system using debit and/or via Automated Clearing House from their back account. Payments made through Pay.gov are sent to NFC in a file on a daily basis. The files are processed and applied to the debtor's account in ABCO.

Cash Payment: A check or money order for the full amount can be submitted to the address identified below. All checks and/or money orders must include the employee's SSN and bill number. They must be made payable to the following: USDA, National Finance Center, Administrative Collections.



USDA, National Finance Center, Administrative Collections
P.O. Box 790342
St. Louis, MO 63179-0342



Bankruptcies

NFC responds to two types of bankruptcies as identified below.

Chapter 7 - Filing the petition under Chapter 7 of the Bankruptcy Code provides for liquidation - the sale of a debtor's nonexempt property and the distribution of the proceeds to creditors. NFC receives notification of a discharge of debts, the debts are written off or if NFC receives a dismissal, collection actions are reinstated.

Chapter 13 - Filing the petition under Chapter 13 automatically stays (stops) most collection actions against the debtor or the debtor's property. Filing the petition does not stay certain types of actions listed under Chapter 11 United States Code (U.S.C.) Section 362(b), and the stay may be effective only for a short time in some situations. As long as the stay is in effect, creditors generally may not initiate or continue lawsuits, wage garnishments, or even make telephone calls demanding payments. The bankruptcy clerk gives notice of the bankruptcy case to all creditors whose names and addresses are provided by the debtor. If there is a Chapter 13 plan in place, all garnishments are stopped unless authorized by the Bankruptcy Court. For additional detailed information, go to www.uscourts.gov, Chapter 11, U.S.C. Section 362.

Note: The individual has the right to amend the bankruptcy filing to include additional debts. If the bankruptcy filing is not amended, collection efforts on new or additional debts can be pursued.

Agency Responsibilities

Agencies should forward copies to NFC, via CSP or through NCC as soon as possible. NFC may also receive paperwork from Bankruptcy Courts and FedDebt.

When individuals file a Chapter 13 Bankruptcy, they supply a list of who should be made aware of the Bankruptcy, (e. g. payroll office and creditors). When an employee presents a Chapter 13 Bankruptcy, it is the Agency's responsibility to determine whether they want the bill to be placed on hold or not and if the debt(s) in question are included in the bankruptcy plan filing. NFC will assist with gathering information from the court, but the decision on a course of action ultimately is the Agency's decision.

NFC Responsibilities

Upon request NFC files a proof of claim for all debts when requested by the Courts.

When debt(s) are included in the bankruptcy, NFC will place the debt(s) on hold awaiting disposition from the Court.

When the bankruptcy has been approved the following process will commence:



- If the receivable is not delinquent, Claims Status of **N**, a transfer batch will be processed changing the receivable Claims Status to **Y** and the TOP Status will be coded **B** (Bankruptcy), to indicate collection activity is then suspended.
- If the receivable is delinquent with a Claims Status of **Y**, the TOP Status will be coded **B**, to indicate collection activity is suspended.
- If a notice of discharge is received, the debt is written off. The TOP Status remains a **B**.

When the bankruptcy has not been approved, the following process will commence:

- If a notice of dismissal is received, collection efforts on the debt will be pursued. The Top Status code of **B** is removed and will be replaced with the appropriate TOP Status code, collection activity is resumed.

Note: The status code of **B** can be found in the *ABCO Claims Information Inquiry Screens* (on page 115) AR00665, TOP STATUS field.

Monthly reports are used to monitor debts with a Claims Status of **Y** and Top Status coded **B**. NFC periodically uses the Voice Case Information System (VCIS) to follow up on the status of bankruptcies in process. The VCIS is a system available through the Public Access to Court Electronic Records (Pacer). It uses an automated voice response system to read a limited amount of bankruptcy case information directly from the court's database in response to touch-tone telephone inquiries. Additional information about the system can be found at www.pacer.gov.



Agency Responsibilities

To assist in managing their delinquent debts, protect the Government's assets, minimize losses, and comply with the Debt Collection Improvement Act (DCIA) and OMB Circular No. A-129, Agencies can access the following reports in Insight to monitor their outstanding debts:

- Listing of Outstanding Receivables
- Detailed Listing of Delinquent Receivables

Each account may have one of the following status codes applied to assist in determining what type of action is required:

- **Hold (HO)** - This code identifies a delinquent debt that has been placed on hold per your Agency's instruction. A hold status can be placed on the account to suspend collections for 2 pay periods.

Note: If more than 2 pay periods are required to thoroughly research the account, an additional 2-pay-period hold (a second hold) may be requested from a higher level of authority within your Agency.

- **Second Hold (SH)** - This code identifies a debt that has been placed on hold for a second time, as per your Agency's instruction.
- **Waiver (WA)** - This code identifies that a waiver has been applied; however, approving documentation is still pending.
- **Cancellation (CA)** - This code identifies that a cancellation has been applied; however, additional processing and/or documentation may be required.
- **Hearing (HR)** - This code identifies that a debtor has received a hearing and is either waiting on a hearing date or a judgment decision.

Note: Agencies are reminded that interest and penalties still accrue on bills established in ABCO while in a **Hold** status. Interest and penalties may be canceled or adjusted once a cancellation or waiver has been approved by an authorized Agency contact and submitted to the NFC Contact Center (NCC).

The Agency's authorized representative **must** take appropriate action as needed on the scenarios identified below.

- **Non-pay Status or Separation** - Timely process a T&A placing the employee in non-pay status (e.g., LWOP, AWOL, or Suspension) or an NOAC for LWOP, AWOL, suspension or separation from the Agency or Federal service. Late processing of an NOAC may require an adjustment by NFC. In addition, processing a late NOAC delays the billing process.



- **Suspension of Collection** - Agencies will no longer be allowed to extend holds without restrictions, as this results in multiple suspensions of debt collection activity for excessive periods of time.
 - **Hold Requests** - Agencies can request that the debt be placed on hold for 2 pay periods. A second request can be made from a higher authority to place the debt on hold for an additional 2 pay periods. After a debt has been on hold for a total of 4 pay periods, salary offset will begin on the debt. NFC will not refund any money collected as a result of the Agency's failure to timely submit a hold request.
 - All suspension of collection requests (holds, waivers, cancellations, employee applied for a hearing) **must be received** by NCC no later than 2:00 p.m. central time on the first Wednesday before the first Thursday and Friday that the Payroll Computation System (PAYE) processes. Refer to the *Payroll/Personnel Processing Cycle Chart* (on page 63) that illustrates the daily processing of payroll/personnel transactions. Refer to the Form AD-3041, ADJP Waiver/Cancellation Request, below for additional information.

Note: Due to holiday schedules or unforeseen circumstances processing the first pass of PAYE could be changed.

- **Waiver/Hearing Requests** - If NFC receives a request to waive a debt or information is received that states that the debtor has requested a hearing regarding the debt, an additional 15 pay period suspension of collections can be requested by the Agency. Prior to the 15 pay period hold, the employee is also afforded the right to have the debt placed on hold for 2 pay periods; furthermore, a second hold can be requested providing an additional 2 pay period hold. This equates to a total suspension of collection for 19 pay periods, equating to 38 weeks or 9 1/2 months. This provides adequate time for a final decision to be made in reference to waiving a debt. After 9 1/2 months, if a decision has not been made in reference to waiving a debt, collection procedures will commence. When and if a decision is made to waive the debt, all collections received by NFC will be refunded to the debtor. To avoid additional charges to the Agency and to conform with the DCIA, please note that any money collected prior to the waiver request will not be refunded until a final decision has been determined regarding the debt. Refer to the Form AD-3041, ADJP Waiver/Cancellation Request, topic for additional information.
- **Hardship Requests** - It is the Agency's responsibility to review and approve requests for a reduced amount of collection due to a financial hardship.

Note: As per the Agency's request, NFC will reduce the collection amount. However, the minimum amount allowed to be processed is \$50 per pay period, or if separated, \$100 a month. If the hardship request is **dated** prior to the first Thursday that the PAYE processes and is received after collection procedures have commenced, NFC will honor the late request and adjust the garnishment amount for collections subsequent to the receipt of the hardship request. However, any collections received by NFC prior to the hardship request, including payroll garnishments, will not be refunded.



Form AD-3041, ADJP Waiver/Cancellation Request

Form AD-3041, ADJP Waiver/Cancellation Request - This form is to be used by Agencies to submit a request to waive or cancel a salary-related debt. To access Form AD-3041, select the **HR and Payroll Clients** from the **MyNFC** drop-down menu on the **NFC Home Page** (<http://www.nfc.usda.gov>). At the HR and Payroll Clients page select the **Publications** tab and from there select **AD Forms** from the Forms Library category. Then select AD-3041 from the list. Submit the completed Form AD-3041 to NFC using one of the following methods:

- Enter into CSP.
- Call the NCC at **855-632-4468**.
- Mail to NFC at the following address:

USDA/OCFO/NFC/GESD/GICD/DMSB
P.O. Box 61765
New Orleans, LA 70161

It is the Agency's responsibility to ensure that all required information on the form is completed. Incomplete forms will not be processed and will be returned to the Agency.

Note: The authorized official, that signs the Form AD-3041, must be established in TMGT, Table 063.



Write-off of Delinquent Debt

To comply with Office of Management and Budget (OMB), Circular No. A-129 mandates that delinquent receivables older than 2 years be written off unless documented and justified to OMB in consultation with Treasury.

Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
<p>Review their delinquency report(s) and instruct NFC to write off the debts as currently not collectible (CNC) or close out the debt and terminate collection activity; or provide the approved waiver from OMB.</p>	<p>Non-Applicable</p>	<p>5-7 business days</p>
<p>Non-Applicable</p>	<p>Validates accounting and makes necessary adjustments to write off the delinquent debt as requested by the Agency.</p> <p>For debts that are greater than \$600.00 and, are written off as closed out, an Internal Revenue Service Form 1099-C, Cancellation of Debt, will be issued to applicable debtors.</p> <p>On a monthly basis, writes off delinquent debts approaching two years old as CNC.</p>	<p>5-10 business days</p>



Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
Non-Applicable	Although a debt is considered CNC, NFC will continue to pursue collection efforts until death of the debtor, discharge in bankruptcy, or upon Agency request to waive, cancel, or write off the debt as closed out.	Non-Applicable

Note: The above timeframe is an estimate. Actual days may vary depending upon complexity, accuracy, and completeness of information received and other factors outside of either party's control.



Reports

ABCO provides periodic reports to Agencies. **Exhibit 9: Report ABCO6I01, Status of Debtor Accounts** (on page 155) is generated from the data in ABCO. This monthly report notifies Agencies of employee debtor accounts. It also provides a mechanism for Agencies to monitor outstanding accounts receivable and accounts brought current. This report lists debtor accounts according to debtor number and provides other data, such as outstanding amounts. Agencies can also generate ad hoc reports through the Online FOCUS Ad Hoc Reporting System (FOCUS). To view and/or print these procedures, select **HR and Payroll Clients** from the **MyNFC** drop-down menu on the **NFC Home Page** (<http://www.nfc.usda.gov>). At the HR and Payroll Clients page, select the **Publications** tab. From there select the Reporting (REPT) category, and then select the FOCUS procedure manual.

To keep personnel offices fully informed as to the pay periods in which deductions begin, a system-generated report, **Exhibit 10: Report ABCO2Y01, Outstanding Salary Offset Debts-Suspended by Agency as of Pay Period XX** (on page 156), is produced each pay period and mailed to personnel offices. The report projects 2 pay periods in advance of the pay period in which salary offsets begin and includes the status codes used to identify the reasons for the extended times requested. The status codes are as follows:

HO – Agency requests to review bill for two pay periods

SH - Agency requests to suspend collection for two additional pay periods

HR – Employee requests hearing

WA – Waiver pending with Agency

Additional reports are available for Agency use via Insight. To access Insight, select the **HR and Payroll Clients** from the **MyNFC** drop-down menu on the **NFC Home Page** (<http://www.nfc.usda.gov>). At the HR and Payroll Clients page, select the Insight icon under the Launch an HR/Payroll Application category. The following reports are available through Insight:

- Listing of Outstanding Receivables - Provides the user with a view of all the open receivables contained in the ABCO database.
- Detailed Listing of Delinquent Receivables - Provides the user with a view of the delinquent receivables.



Employee Personal Page (EPP)

EPP allows employees serviced by NFC to view their receivable and receipt debts as well as their payroll, leave, health and life insurance, Wage and Tax Statement, and other personal information. Employees can access EPP from any computer at <https://www.nfc.usda.gov/personal>, or via the Application Launchpad on the NFC Web site (www.nfc.usda.gov <http://www.nfc.usda.gov/h>).

Active employees with a current debt can view the Debt Management Summary Statement page, which details their receivable and receipt accounts, by accessing EPP. To access the Debt Management Summary Statement page, select the **Debt Management** link located beneath the Personal Information menu.

Note: Employee must have a current debt for the Debt Management link to be available in EPP.

For additional information on EPP, refer to the Employee Personal Page (EPP) procedure manual, which is available online at the National Finance Center (NFC) Web site. To view this procedure, select **HR and Payroll Clients** from the **MyNFC** drop-down menu on the **NFC Home page** (<http://www.nfc.usda.gov>). At the HR and Payroll Clients page, select the **Publications** tab and from there select the **Research and Inquiry** category to access the EPP procedure manual within the category.



Processing Workflows

To assist Agencies in correctly processing the debt account, consult the applicable workflow documents listed below for detailed information regarding Agency and NFC responsibilities.

Note: The timeframe associated with each action is an estimate. Actual days may vary depending upon complexity, accuracy, and completeness of information received and other factors outside of either party's control.

This section includes the following topics:

Adjustment Processing Bills, Form NFC-1100, Notice of Overpayment of Salary and Demand for Payment and Form NFC-1101, Notice of Intent to Offset Salary and Repayment Agreement.....43

FEHB Bill, Form NFC-937, Notice of Intent to Recover Past Due Health Benefits from Salary47

Processing of Manual Bill, Form NFC-631, Demand Notice for Payment and Form NFC-631pg2, Repayment Agreement.....49

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Processing of Delinquent Debt for a Deceased Employee54

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Write-off of Delinquent Debt58

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Override61

Payroll/Personnel Processing Cycle Chart63

Adjustment Processing Bills, Form NFC-1100, Notice of Overpayment of Salary and Demand for Payment and Form NFC-1101, Notice of Intent to Offset Salary and Repayment Agreement

Salary overpayment notices are generated by the system due to a record that has processed in PPS for a corrected T&A, late personnel action, or the submission of Form NFC-29.

Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
Agency submits a corrected T&A, Supplemental T&A, Form NFC-29, or an NOAC.	Non-Applicable	As needed



Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
Non-Applicable	Processes Payroll Thursday and Friday of week 1 of the following pay period.	3-10 business days (depending upon payroll cycle)
Non-Applicable	Retrieves payroll file on the first business day of the week following payroll processing. A receivable record is created.	1 business day
Processes a T&A placing the employee in pay status or NOAC to separate the employee. Late processing of an NOAC delays the bill collections process.	Non-Applicable	1-16 business days (depending upon payroll cycle)
Non-Applicable	<p>Produces Form NFC-1100 and the debtor package to mail on the 1st, 8th, 16th, and 24th of the month.</p> <hr/> <p>Note: Form NFC-1100TR is generated for Treasury Department employees.</p>	1-16 business days (depending upon the payroll and billing cycles)
Non-Applicable	<p>Agency's copy is loaded to the RPCT.</p> <hr/> <p>Note: Form NFC-1100TR is generated for Treasury Department employees.</p>	1 business day



Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
<p>Retrieves forms from the RPCT and reviews debt for accuracy and distributes the debtor package to the employee. Approves and signs repayment agreement or hardship request submitted by the employee. Informs NFC of the terms of the agreement using one of the following methods:</p> <ul style="list-style-type: none"> • Enter via Customer Service Portal (CSP) • Call NCC at 855-632-4468 • Mail to: USDA/OCFO/NFC/ GESD/GICD/DMSB P.O. Box 61765 New Orleans, LA 70161 	<p>Non-Applicable</p>	<p>2-3 business days</p>



Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
Non-Applicable	<p>Receives terms of the repayment agreement from the Agency and updates the accounts receivable record in ABCO.</p> <p>Processes collections from the debtor and posts to the accounts receivable record.</p> <p>If the payment is missed or is partially paid, a missed or partial payment notice will be sent to the employee, allowing 30 more days of due process. These notices are only sent to the employee one time.</p> <p>If the missed payment plus the current payment is not received within 30 days of the notice date, the debt will be referred to the Treasury Offset Program (TOP), Treasury Cross Servicing Next Generation (CSNG), and Credit Bureaus (CB) for further collection activity.</p> <p>If a repayment agreement is not entered into or paid-in-full by the 31st day, the debt will be deemed delinquent and will be referred to TOP and CSNG, and CB for further collection activity.</p> <hr/> <p>Note: Employees who do not enter into a repayment agreement will not receive a missed or partial payment notice.</p> <hr/>	31-50 business days



Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
Non-Applicable	Non-Applicable <hr/> Note: If an employee separates from service with an outstanding debt and if a lump sum payment is available, the lump sum will be offset and applied to the outstanding balance.	Non-Applicable
Non-Applicable	See Process Flow: Transfer of Delinquent Debt to TOP, CSNG, and CB.	Non-Applicable

Note: The above timeframe is an estimate. Actual days may vary depending upon complexity, accuracy, and completeness of information received and other factor

FEHB Bill, Form NFC-937, Notice of Intent to Recover Past Due Health Benefits from Salary

When an employee is in non-pay status and is covered by FEHB, they are obligated to continue payments for their share of the premiums.

Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
Submits T&A record to the NFC with one of the following transaction codes: <ul style="list-style-type: none"> • 71 - LWOP • 72 - AWOL • 73 - Suspension <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Processes an NOAC for LWOP 	Non-Applicable	As needed
Non-Applicable	Processes payroll Thursday and Friday of week 1 of the following pay period.	3 - 10 business days (Depending upon payroll cycle)



Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
Non-Applicable	Retrieves payroll file on the first business day of the week following payroll processing. A receivable record is created; however, a bill will not be generated until the NOAC indicates that the employee is in pay status or has been separated.	1 business day
Processes T&A placing the employee in pay status or NOAC to separate the employee. Late processing of an NOAC delays the bill collection process.	Non-Applicable	1 - 16 business days (depending upon payroll cycle)
Non-Applicable	<p>Produces Form NFC-937 after PAYE processes with updated information. Form NFC-937 is printed on the 1st, 8th, 16th, and 24th of the month.</p> <hr/> <p>Note: Form NFC-937TR is generated for Treasury Department employees.</p>	1 - 16 business days (Depending upon payroll cycle and billing cycle)
Non-Applicable	<p>Mails Form NFC-937 and the debtor package to the employee and the Agency's copy is loaded to the RPCT.</p> <hr/> <p>Note: Form NFC-937TR is generated for Treasury Department employees</p>	1 business day



Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
Non-Applicable	<p>Processes collections from the debtor and posts the accounts receivable record.</p> <p>If the payment is missed or is partially paid, a missed or partial payment notice will be sent to the employee, allowing 30 more days of due process. These notices are only sent to the employee one time.</p> <p>If the missed payment plus the current payment is not received within 30 days of the notice date, the debt will be referred to the TOP and CSNG and CB for further collection activity.</p> <hr/> <p>Note: If an employee separates from service with an outstanding debt, and if a lump sum payment is available, the lump sum will be offset and applied to the outstanding balance.</p> <hr/>	Non-Applicable
Non-Applicable	See Process Flow: Transfer of Delinquent Debt to TOP, CSNG, and CB.	Non-Applicable

Note: The above timeframe is an estimate. Actual days may vary depending upon complexity, accuracy, and completeness of information received and other factors outside of either party's control.

Processing of Manual Bill, Form NFC-631, Demand Notice for Payment and Form NFC-631pg2, Repayment Agreement

At the request of the Agency, a manual bill is produced.

Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
-------------------------	----------------------	---------------------



Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
<p>Submits a request to bill via Web-based Special Payroll Processing System (SPPSWeb) to generate a bill, and processes NOAC to terminate employee.</p> <p>OR</p> <p>Agency requests a bill be produced by submitting Form AD-343.</p> <p>OR</p> <p>Agency sends a request to NFC's NCC via the internet using the CSP.</p> <p>Late processing of an NOAC can cause an error in the bill, requiring an adjustment by NFC. In addition, processing a late NOAC delays the bill collection process.</p>	<p>Non-Applicable</p>	<p>As needed</p>
<p>Non-Applicable</p>	<p>Processes the request to bill after PAYE processes, updates the NOAC, and SPPS generates the 9E0675 schedules.</p>	<p>7 business days.</p>
<p>Non-Applicable</p>	<p>Produces Form NFC-631 and the debtor package to mail on the 1st, 8th, 16th, and 24th of the month.</p>	<p>16 business days (depending on payroll cycle and billing cycle)</p>
<p>Non-Applicable</p>	<p>Mails Form NFC-631 and Form NFC-631pg2 and the debtor package to the debtor and the Agency</p>	<p>1 business day</p>



Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
<p>Agency approves and signs repayment agreement or hardship request submitted by the employee. Informs NFC of the terms of the agreement using one of the following methods:</p> <ul style="list-style-type: none"> • Enter via CSP • Call NCC at 855-632-4468 • Mail to: USDA/OCFO/NFC/GE SD/GICD/DMSB P.O. Box 61765 New Orleans, LA 70161 	<p>Non-Applicable</p>	<p>2-3 business days</p>
<p>Non-Applicable</p>	<p>Receives terms of the repayment agreement from the Agency and updates the accounts receivable record in ABCO.</p> <p>Processes collections from the debtor and posts to the accounts receivable record.</p> <p>If the payment is missed or is partially paid, a missed or partial payment notice will be sent to the employee, allowing 30 more days of due process. These notices are only sent to the employee once.</p> <p>If the missed payment plus the current payment is not received within 30 days of the notice date, the debt will be referred to TOP, CSNG, and CB for further collection activity.</p> <p>If a repayment agreement is not entered into or paid in full by the 31st day, the debt will be deemed delinquent and will be referred to TOP, CSNG, and CB for further collection activity.</p> <hr/> <p>Note: Employees who do not enter into a repayment agreement will not receive a missed or partial payment notice.</p> <hr/>	<p>31 - 50 business days</p>



Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
Non-Applicable	See Process Flow: Transfer of Delinquent Debt to TOP, CSNG, and CB.	Non-Applicable

Note: The above timeframe is an estimate. Actual days may vary depending upon complexity, accuracy, and completeness of information received and other factors outside of either party's control.

Processing ADJP Waivers and Cancellations - On-the-Roll-Employees

With the proper authorization from the Agency, an erroneous debt can be canceled or adjusted and a valid debt can be waived.

Agency Responsibilities	NFC Responsibilities	Estimated Timeframes
Notifies NFC that a waiver has been applied for: Completes Form AD-3041, ADJP Waiver/Cancellation Request for waivers approved or cancellations requested. Submits the form to NFC using one of the following methods: <ul style="list-style-type: none"> • Enter via CSP • Call the NCC at 855-632-4468 • Mail to: USDA/OCFO/NFC/GES D/GICD/DMSB P.O. Box 61765 New Orleans, LA 70161 	Non-Applicable	50 business days
Non-Applicable	Codes debt WA for waiver applied for upon receipt of the waiver request. This code places the debt on hold for 15 pay periods.	1 business day
Approves or denies waiver	Non-Applicable	50 business days
Non-Applicable	Codes the debt with a CA for cancellations or WP for waiver when approved by the Agency. Also changes the method of pay (MOP) to a code 1, interest and penalty indicators to a code N. This action prevents any further deductions from occurring.	7 business days



Agency Responsibilities	NFC Responsibilities	Estimated Timeframes
Non-Applicable	Reviews and performs all necessary research to determine if the debt is valid or erroneous (i.e., never should have occurred). Valid debt: Processes adjustments, if required. Removes the CA or WP code to resume collection of adjusted debt. Erroneous debt: Processes the request to cancel the debt via SPPS and submits the documentation to the Payroll Processing Branch (PaPB) for processing. Requests Agency submit a corrected T&A. Requests Agency to submit a corrected T&A.	12 business days
Submits a corrected T&A to correct the database. This action pays the employee again. When this occurs, the bill becomes a valid debt as a result of the re-validation.	Non-Applicable	10 business days
Non-Applicable	Removes the CA or WP code and changes the MOP back to a code 5, and changes interest and penalty indicators back to Y to resume collections, if the debt is valid.	1 business day
Non-Applicable	Processes the waiver request in SPPS, if the debt is waived by the Agency.	40 business days (depending on the payroll and billing cycle)

Note: The above timeframe is an estimate. Actual days may vary depending upon complexity, accuracy, and completeness of information received and other factors outside of either party's control.

1. If PaPB receives the information to cancel or waive a debt during the week of T&A processing, the request may be held until the following week.
2. ABCO receives updates from the payroll file once a pay period on the Monday night after PPS processes. These updates will adjust, cancel, or waive the indebtedness.
3. Normal waiver or cancellation processing time can take from 4 to 8 weeks for completion.



Processing ADJP Waivers and Cancellations - Separated Employees

With the proper authorization from the Agency, an erroneous debt can be canceled or adjusted and a valid debt can be waived.

Agency Responsibilities	NFC Responsibilities	Estimated Timeframes
Notifies NFC that Form AD-3041, ADJP Waiver/Cancellation Request, for waivers approved or cancellations has been approved for a separated employee. Submits the form to NFC using one of the following methods: <ul style="list-style-type: none"> • CSP • Call NCC at 855-632-4468 • Mail to: USDA/OCFO/NFC/GE SD/GICD/DMSB P.O. Box 61765 New Orleans, LA 70161 	Non-Applicable	3 business days
Non-Applicable	Codes the debt CA for cancellation or WP for waiver approved. NFC Changes interest and penalty indicators to the code N , processes the cancellation or waiver, and refunds any monies collected. Erroneous debt: Submits entry via SPPS to reverse the 9E0675 or 9C2222 tax credits	4 business days

Note: The above timeframe is an estimate. Actual days may vary depending upon complexity, accuracy, and completeness of information received and other factors outside of either party's control.

Processing of Delinquent Debt for a Deceased Employee

Delinquent Adjustment Processing debt for a deceased employee.

Agency Responsibilities	NFC Responsibilities	Estimated Timeframes
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Agency Responsibilities	NFC Responsibilities	Estimated Timeframes
<p>Processes NOAC to separate the deceased employee.</p> <hr/> <p>Note: Late processing of NOAC may require an adjustment by NFC. In addition, processing a late NOAC delays the billing process.</p>	<p>Non-Applicable</p>	<p>15 business days</p>
<p>Non-Applicable</p>	<p>Produces a debt through ABCO after PAYE processes and updates NOAC. Researches and verifies the Retirement Coverage code (14 days for receivable to be created and 11 days to research and adjust the debt).</p>	<p>25 business days</p>
<p>Non-Applicable</p>	<p>Contacts Agency for authorization to pursue collection of debt or to waive debt for deceased employee.</p> <hr/> <p>Note: An untimely decision could lead to assessment of erroneous finance charges requiring adjustment by NFC. This also can delay the collection process and cause the debt to be <u>excessively delinquent.</u></p>	<p>5 business days</p>



Agency Responsibilities	NFC Responsibilities	Estimated Timeframes
Agency authorizes or denies debt waiver for deceased employee and notifies NFC of their decision.	Non-Applicable	20 business days
Non-Applicable	Updates the account with a Hold (HO) code, if authorized, and forwards debtor package to the waiver and cancellation group.	5 business days.
Non-Applicable	Mails copy of the debtor package to the deceased's address, if waiver is denied.	5 business days
Non-Applicable	<p>Sends the debt record to TOP, if debt is not paid after due process, within 30 calendar days for the employee's estate to pay the debt and a 30 additional calendar days grace period is given after the missing payment step is processed.</p> <p>See workflow titled: Transfer of Delinquent Debt to TOP, CSNG, and CB.</p>	30 through 60 business days

Note: The above timeframe is an estimate. Actual days may vary depending upon complexity, accuracy, and completeness of information received and other factors outside of either party's control.



Transfer of Delinquent Debt to Treasury Offset Program (TOP), Treasury Cross Servicing Next Generation (CSNG), and Credit Bureaus (CB)

Delinquent debts are transferred to TOP, CSNG, and CB.

Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
Non-Applicable	Processes the weekly delinquency job after the bills are established	1 business day
Non-Applicable	Updates debt to a delinquent status after a thorough review for validity is completed	3 business days
Non-Applicable	<p>Manually modifies the debt records on the database to properly format each delinquent debt for submittal to TOP, CSNG, and CB (reversal of debtor name and establishment of an individual claim receivable)</p> <p>Codes delinquent debts for submittal to TOP, CSNG, and CBs</p>	7 business days
Non-Applicable	Transfers debt to TOP, CSNG, and CB approximately every 10 days	1 business day
Non-Applicable	Submit debt to CB, on a monthly basis	1 business day (after the end of the month close-out)



Note: The above timeframe is an estimate. Actual days may vary depending upon complexity, accuracy, and completeness of information received and other factors outside of either party's control.

Write-off of Delinquent Debt

To comply with Office of Management and Budget (OMB), Circular No. A-129 mandates that delinquent receivables older than 2 years be written off unless documented and justified to OMB in consultation with Treasury.

Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
<p>Review their delinquency report(s) and instruct NFC to write off the debts as currently not collectible (CNC) or close out the debt and terminate collection activity; or provide the approved waiver from OMB.</p>	<p>Non-Applicable</p>	<p>5-7 business days</p>
<p>Non-Applicable</p>	<p>Validates accounting and makes necessary adjustments to write off the delinquent debt as requested by the Agency.</p> <p>For debts that are greater than \$600.00 and, are written off as closed out, an Internal Revenue Service Form 1099-C, Cancellation of Debt, will be issued to applicable debtors.</p> <p>On a monthly basis, writes off delinquent debts approaching two years old as CNC.</p>	<p>5-10 business days</p>



Agency Responsibilities	NFC Responsibilities	Estimated Timeframe
Non-Applicable	Although a debt is considered CNC, NFC will continue to pursue collection efforts until death of the debtor, discharge in bankruptcy, or upon Agency request to waive, cancel, or write off the debt as closed out.	Non-Applicable

Note: The above timeframe is an estimate. Actual days may vary depending upon complexity, accuracy, and completeness of information received and other factors outside of either party's control.

Pre-Tax Refund by Payroll

FEHB debt is collected. Agency requests a refund.

Agency Responsibilities	NFC Responsibilities	Estimated Timeframes
Requests a refund of FEHB premiums that were collected through salary deductions.	Not-Applicable	As needed
Not-Applicable	Researches debt for pre-tax issues.	2 business days
Not-Applicable	Processes the debt and forwards to the PaPB, requesting a pre-tax FEHB refund. An entry is also submitted via SPPS.	5 business days
Not-Applicable	Processes electronic funds transfer pre-tax refund to employee.	5 business days



Note: The above timeframe is an estimate. Actual days may vary depending upon complexity, accuracy, and completeness of information received and other factors outside of either party's control.

Refund by Paper Check

Agency is requesting a paper check refund of a collection.

Agency Responsibilities	NFC Responsibilities	Estimated Timeframes
Agency requests a refund, as needed	Non-Applicable	Non-Applicable
Non-Applicable	Processes the refund request	5 business days
Non-Applicable	Reports to the Department of the Treasury to issue the refund and mail it to the employee	10 business days

Note: The above timeframe is an estimate. Actual days may vary depending upon complexity, accuracy, and completeness of information received and other factors outside of either party's control.

Refund by Electronic Funds Transfer

Adjustment Processing debt is collected. Agency is requesting a refund by direct deposit.

Agency Responsibilities	NFC Responsibilities	Estimated Timeframes
Requests a refund on debt collection, as needed.	Non-Applicable	Non-Applicable



Agency Responsibilities	NFC Responsibilities	Estimated Timeframes
Non-Applicable	Researches, processes paperwork, and submits refund request to the Payment Certification and Recertification Reconciliation Branch (PCRRB).	2 business days
Non-Applicable	Processes refund in PCRRB, within 2 business days, and sends funds to the bank daily. <hr/> Note: If the request is received by 10 a.m. central time, the refund will be deposited in the employee's account by the next business day.	2 business days

Note: The above timeframe is an estimate. Actual days may vary depending upon complexity, accuracy, and completeness of information received and other factors outside of either party's control.

Override

Override is used when the debt has been deemed delinquent. The Agency is requesting that the override indicator be modified to remove the debt from delinquent status.

Agency Responsibilities	NFC Responsibilities	Estimated Timeframes
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Agency Responsibilities	NFC Responsibilities	Estimated Timeframes
<p>Requests that an override be placed on a specific debt, as needed.</p> <hr/> <p>Note: This must be requested from an authorized Agency representative whose name is listed on TMGT, Table 063, Department/Agency/Bureau Contact Types, Contact Type 15, ABCO Waivers Approved Contacts by POI.</p>	<p>Non-Applicable</p>	<p>Non-Applicable</p>
<p>Non-Applicable</p>	<p>Updates the debt to mark the override indicator with a Y (yes)</p>	<p>2 business days</p>
<p>Requests that an override be removed on a specific debt, as needed.</p> <hr/> <p>Note: This must be requested from an authorized Agency representative whose name is listed on TMGT, Table 063, Department/Agency/Bureau Contact Types, Contact Type 15, ABCO Waivers Approved Contacts by personnel office identifier (POI).</p>	<p>Non-Applicable</p>	<p>Non-Applicable</p>



Agency Responsibilities	NFC Responsibilities	Estimated Timeframes
Non-Applicable	Updates the debt to mark the override indicator with an N (no) Note: Once the override indicator is removed, the debt will process through the delinquency process.	2 business days

Note: The above timeframe is an estimate. Actual days may vary depending upon complexity, accuracy, and completeness of information received and other factors outside of either party's control.

Payroll/Personnel Processing Cycle Chart

The Payroll/Personnel Processing Cycle is illustrated below. This particular sample diagram illustrates the daily processing of the payroll/personnel transactions which revolves around a 2-week cycle. Listed below are the symbols and descriptions to the Payroll/Personnel Processing Cycle.

Note: The official payday is the second Thursday of the following pay period.

Symbol	Description
 PINE	Payroll/Personnel transactions are processed through the Personnel Input and Edit System (PINE) every Monday through Friday of each pay period. The first pass of PINE for the current pay period processes on the second Monday of the pay period. Note: These transactions must be entered before the first pass of the Payroll Computation System (PAYE) which is the first Thursday or Friday of the following pay period.
 TIME	Time and Attendance (T&A) Reports are processed through the Time and Attendance Validation System (TIME) on the first Sunday through the first Friday of the following pay period. Note: All T&As should be transmitted to the National Finance Center (NFC) no later than the Tuesday following the last day of the pay period.
 PAYE	PAYE is processed on the first Thursday and Friday.



Symbol	Description
 BEAR	Bi-Weekly Examination Analysis and Reporting System (BEAR) processes on the second Sunday of the pay period.
 DD/EFT	Direct Deposit/Electronic Funds Transfer (DD/EFT) settlement date is the second Monday of the following pay period.
 Paper Check	Paper Check date is the second Monday of the following pay period.

PAYROLL/PERSONNEL PROCESSING CYCLE

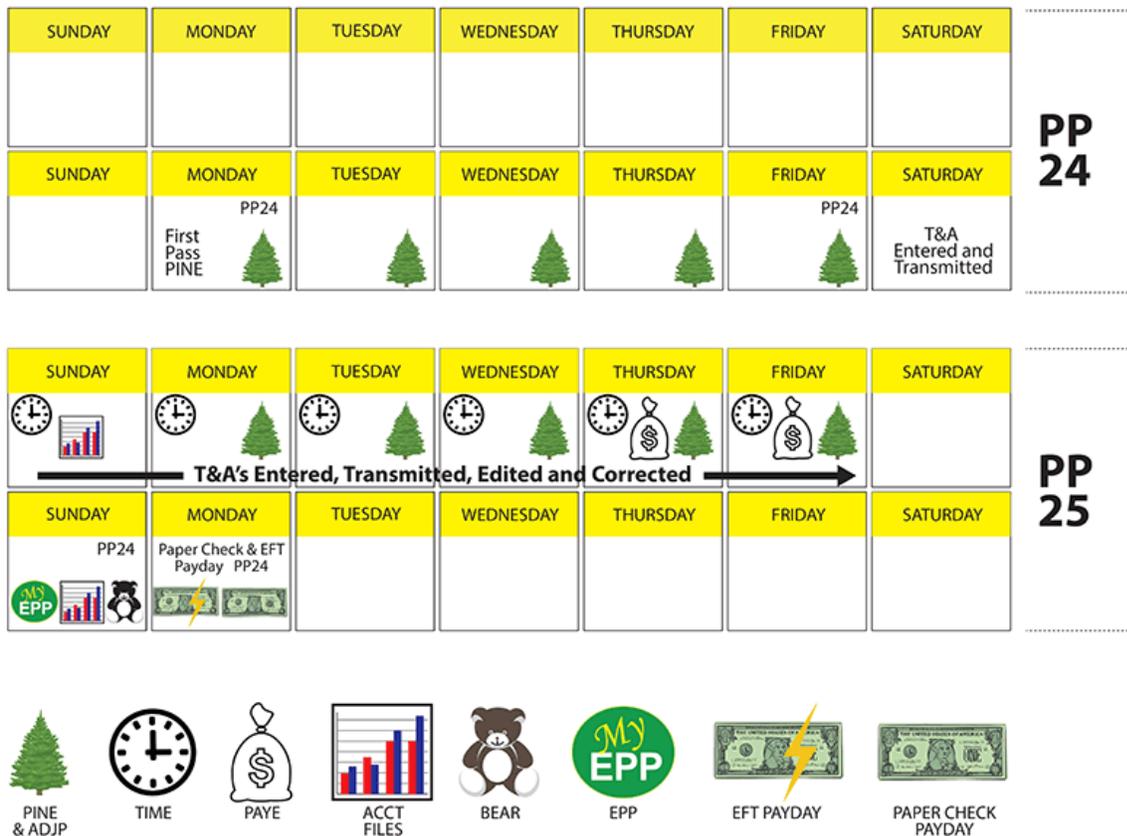


Figure 1: Payroll/Personnel Processing Cycle



ABCO Online Inquiry System (ABCOINQ) Screens

ABCOINQ is an online database management system of USDA, NFC. ABCOINQ was designed and implemented to provide the ability to directly query billing and collection data. The user may access receivable and collection data for a wide variety of administrative billings. The system also allows you to query accounting data related to revenues, refunds, or reimbursements for the Agency Reporting and General Ledger Systems.

ABCOINQ allows users direct access to the ABCO database for Agency debtor accounts which provides users with the ability to view the following:

- Receivable records for overpayments, erroneous payments, duplicate payments, or voluntary collections from employees and vendors
- List of receivables by debtor number
- Collection and adjustment records
- Bill record (including the prior bill amount, the amount past due, the current charges, and the bill amount)
- Details of the receivable record

Note: Refer to *Exhibit 11: ABCO Bill Reference Guide* (on page 157) for detailed information on how the bill reference number is created.

This section includes the following topics:

Sign On	65
Sign Off	68
Changing Your Password	69

Sign On

To access this system, you must:



1. Sign on to the NFC Mainframe. The NFC Mainframe Warning screen is displayed.

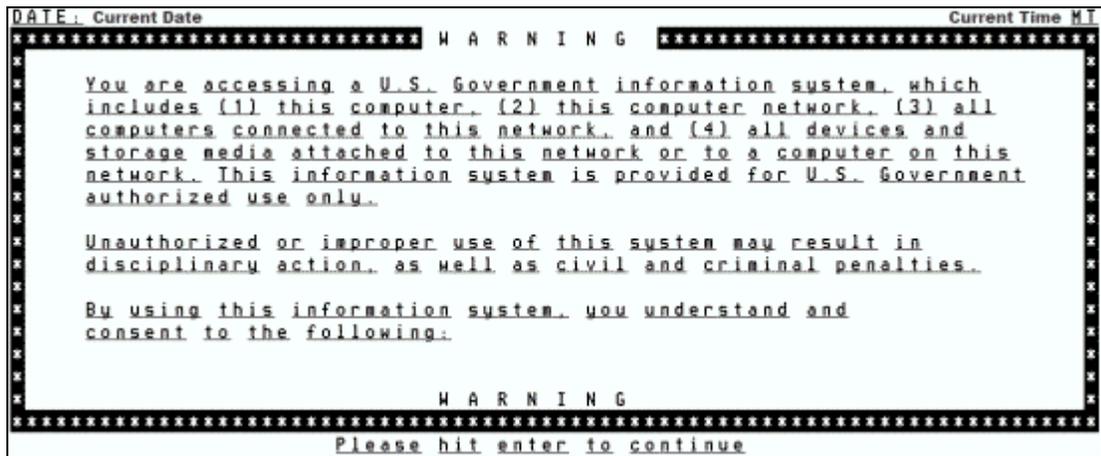


Figure 2: NFC Mainframe Warning Screen

2. Press **Enter** to display the NFC banner screen.



Figure 3: NFC Banner Screen

3. Complete the fields as described below.

Enter User ID

Password

New Password?

Enter Application Name

4. At the CL/SUPERSESSION Main Menu screen:



- Press **F8** to scroll through the Session IDs until the appropriate Session ID appears.
- **Tab** until the cursor is located on the line next to the Session ID.
- Press **Enter**.

OR

- Press **F9** to bring the cursor to the Command Line at the bottom of the screen and retrieve a specific Session ID.
- Type **s**.
- Press the **space bar** once.
- Type the Session ID acronym.
- Press **Enter**. See screen below for an example. The applicable system is displayed.

```
----- Actions Options Commands Features Help -----
KLSVSEL1                      CL/SUPERSESSION Main Menu                      More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                                     Type  Status
-----
- IDMS05     IDMS05                                                     Multi
- PINQ05     IDMS05                                                     Multi
- ABCDINQ    IDMS03                                                     Multi
- ABCD       IDMS03                                                     Multi
- $DB2       TSOB $DB2          TSOB  PROC($DB2      Multi
- $ORACLE    TSDA                                                       Multi
- $ORACLEA   TSDA                                                       Multi
- $SPFA      TSDA $SPFA         TSDA  PROC($SPF     Multi
- $SPFAV2    TSDA $SPFAV2       TSDA  PROC($SPF     Multi
- $SPFB      TSOB $SPFB         TSOB  PROC($SPF     Multi
- $SPFBV2    TSOB $SPFBV2       TSOB  PROC($SPF     Multi
- $SPFC      TSDC $SPFC         TSDC  PROC($SPF     Multi

ISS7030I Password Changed
Command ==>
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
SYSB/T30N6447
```

Figure 4: CL/SUPERSESSION Main Menu Screen



```
----- Actions Options Commands Features Help -----
KLSVSEL1                CL/SUPERSESSIO Main Menu                More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                                Type  Status
-----
- IDMS05     IDMS05                                Multi
- PINQ05     IDMS05                                Multi
- ABCDINQ    IDMS03                                Multi
- ABCD       IDMS03                                Multi
- $DB2       TSDB $DB2      TSDB  PRDC($DB2    Multi
- $ORACLE    TSDA                                Multi
- $ORACLEA   TSDA                                Multi
- $SPFA      TSDA $SPFA     TSDA  PRDC($SPF    Multi
- $SPFAV2    TSDA $SPFAV2   TSDA  PRDC($SPF    Multi
- $SPFB      TSDB $SPFB     TSDB  PRDC($SPF    Multi
- $SPFBV2    TSDB $SPFBV2   TSDB  PRDC($SPF    Multi
- $SPFC      TSDC $SPFC     TSDC  PRDC($SPF    Multi

Command ==> s TMGT
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action          SYSB/T30N6447
```

Figure 5: CL/SUPERSESSIO Main Menu Screen (Session ID Displayed)

Sign Off

Follow the signoff-screen prompts at the bottom of the screen to exit the system or to return to the CL/SUPERSESSIO Main Menu screen.

```
----- Actions Options Commands Features Help -----
KLSVSEL1                CL/SUPERSESSIO Main Menu                More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                                Type  Status
-----
- IDMS05     IDMS05                                Multi  Current
- PINQ05     IDMS05                                Multi  Active
- KLSTERM1   Exit Menu
Type a selection number or position the
cursor on a line and press ENTER.
- 1. Exit and terminate sessions (X)      uliti
- 2. Exit and do not terminate sessions (N) uliti
- 3. Resume (R)                          uliti

Command ==>
Enter F1=Help F12=Cancel
                                                                    SYSB/T30N6447
                                                                    trieve F10=Action
```

Figure 6: CL/SUPERSESSIO Main Menu Screen

1. At the CL/SUPERSESSIO Main Menu screen, press **F3**. The Exit Menu popup is displayed.
2. Position the cursor in front of Exit and press **Enter** to exit and terminate the CL/SUPERSESSIO.



OR

Position the cursor in front of Resume and press **Enter** to exit the application without terminating the CL/SUPERSESSION Main Menu screen.

Changing Your Password

If you need to change your password:

1. Type "Y" next to the New Password? prompt on the NFC banner screen.

```
=====
== CURRENT DATE          SNX32703          T30N6447          PF1=HELP ==
=====
==          NN  NN          FFFFFFFF          CCCCCCCC ==
==         NNN  NN          FFFFFFFF          CCCCCCCC ==
==        NNNN  NN          FF              CCC ==
==       NN NN NN          FFFFFFFF          CCC ==
==      NN  NNNN          FFFFFFFF          CCC ==
==     NN  NN  NN          FF              CCCCCCCC ==
==    NN  NN  NN          FF              CCCCCCCC ==
=====
==          National Finance Center          ==
==  ===== Office of the Chief Financial Officer ===== ==
==  ===== United States Department of Agriculture ===== ==
==          For Authorized Use Only          ==
== ENTER USER ID =          PASSWORD =          NEW PASSWORD? Y ==
==                                     (Y or N) ==
== ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU ==
==                                     ==
==                                     ==
=====
```

Figure 7: NFC Banner Screen (with New Password? prompt set to Y)

2. Press **Enter**. The Change Password screen appears.

```
-----
KLGNPWD1          Change Password
-----
Type in your new password twice, and press ENTER.

Enter new password.....
Verify new password.....

Command ==>
Enter F1=Help F3=Exit F12=Cancel
-----
```

Figure 8: Change Password Screen

3. Enter the new password.
4. Verify the new password. Once you have entered your new password and verified it, the system will display another screen stating that the password was changed. See screen below.



Note: Your password can only be changed once per day. Before your password expires, you will be prompted to enter a new password.



Figure 9: Password Changed Verification Screen



ABCO Main Menu

After you access ABCOINQ, the ABCO Main Menu is displayed with six options.

```
U.S.D.A. - NATIONAL FINANCE CENTER

#####
#           #           #           #           #
#         #         #         #         #
#####
#         #         #         #         #
#         #         #         #         #
#####
#         #         #         #         #
#         #         #         #         #
#####

ADMINISTRATIVE BILLINGS AND
COLLECTIONS - INQUIRY SYSTEM

FOR AUTHORIZED USE ONLY

CHOOSE AN OPTION FOR ACCESSING THE ABCO DATABASE:

1.  DEBTOR INFORMATION (BY DEBTOR ID)
2.  RECEIVABLE INFO (BY DEBTOR ID AND BILL NUMBER)
3.  COLLECTIONS (BY CHECK ID)
4.  EMPLOYEE INDEBTEDNESS (BY SOCIAL SECURITY NUMBER)
5.  CLAIMS INFORMATION (BY CLAIM NUMBER) {NFC USE ONLY}
6.  TOP INFORMATION (BY TAX-ID NUMBER) {NFC USE ONLY}

ENTER: SEND                                     CLEAR: EXIT
```

Figure 10: ABCO Main Menu Screen

Below is a brief description of each option.

1. Debtor Information (By Debtor ID). Used to enter a particular debtor identification number and display system-generated information (e.g., name, address, and debtor type (specific to the debtor number entered)).

2. Receivable Info (By Debtor ID and Bill Number). Used to enter a debtor number and a bill number for a receivable if accessed from the ABCOINQ Main Menu. System-generated information specific to the bill number entered will display. You may also obtain additional screens which contain information related to this specific debtor identification number and bill number.

3. Collections (By Check ID). Used to enter a check identification number for a specific collection account. The subsequent collection screen may display information pertaining to a collection for this specific bill number.

Note: If a check identification number is not available, you may access the collection record from the bill record located at the receivable record.

4. Employee Indebtedness (By Social Security Number). Used to enter a SSN for a specific debtor and to display all related debtor and bill numbers.

5. Claims Information (By Claim Number) (NFC Use Only). This option is only available to NFC personnel.

6. TOP Information (By Tax-ID Number) (NFC Use Only). This option is only available to NFC personnel.



To select an option from the ABCOINQ Main Menu, type an option number and press **Enter**. The screen for the selected option is displayed.

For more information see:

Option 1. Debtor Information (By Debtor ID) Screen	72
Option 2. Receivable Info (By Debtor ID and Bill Number)	75
Option 3. Collections (By Check ID).....	100
Option 4. Employee Indebtedness (By Social Security Number)	111
Option 5. Claims Information (By Claim Number) (NFC Use Only)	113
Option 6. TOP Information (By Tax-ID Number) (NFC Use Only).....	113

Option 1. Debtor Information (By Debtor ID) Screen

Debtor Information (By Debtor ID) is **Option 1** on the ABCOINQ Main Menu. This option displays the Debtor Record for an ABCO billing. The Debtor Record screen is used to enter the debtor number so that the Debtor Record can be viewed.

To View a Receivable Record:

1. Select **Option 1**, Debtor Information (By Debtor ID), on the ABCOINQ Main Menu. The Debtor Record is displayed.

```

AR00110                                USDA-NFC                                DATE  XX/XX/XX
                                ADMINISTRATIVE BILLINGS AND COLLECTIONS        TIME  14:55:31

                                DEBTOR RECORD

                                DEBTOR NO
                                DEBTOR NAME                                DEBTOR TYPE
                                DEBTOR ADDRESS

                                CLEAR, EXIT INQUIRY
                                PF1 MENU SCREEN      PF2 RECEIVABLE RECORD
                                PF10 CLAIM RECORD

ENTER DEBTOR NUMBER

```

Figure 11: Debtor Record Screen

2. Complete the fields as follows:

Debtor Record Fields	Instructions
----------------------	--------------



Debtor Record Fields	Instructions
Debtor No	<p><i>Required, alphanumeric, 20 positions</i></p> <p>Positions 1-2 - Enter the Department Code that identifies the debt's originating Agency. Positions 3-18 - Enter the debtor's SSN and Employee Receivable (ER) code.</p> <p>Press Tab.</p> <p>Positions 19-20 - Enter the system code identified below that identifies the system in which the payment is processed.</p> <p>01 - Travel Advances (ADVN) 02 - Travel Vouchers (TVCH) 16 - Transportation (Other) 61 - Travel (TRVL) 91 - Payroll Voluntary Collections 92 - Payroll and other bills (Employee Indebtedness) SX - Special Payroll Processing System (SPPS)</p>

Note: If the Department Code, Debtor ID, and System Code are not available, press **PF1**, to return to the ABCO Main Menu screen. At the ABCO Main Menu screen select **Option 4, Employee Indebtedness (By Social Security Number)**. Refer to **Option 4. Employee Indebtedness (By Social Security Number)** (on page 111) for detailed information.

3. Press **Enter**. The Debtor Record screen with the debtor information is displayed.

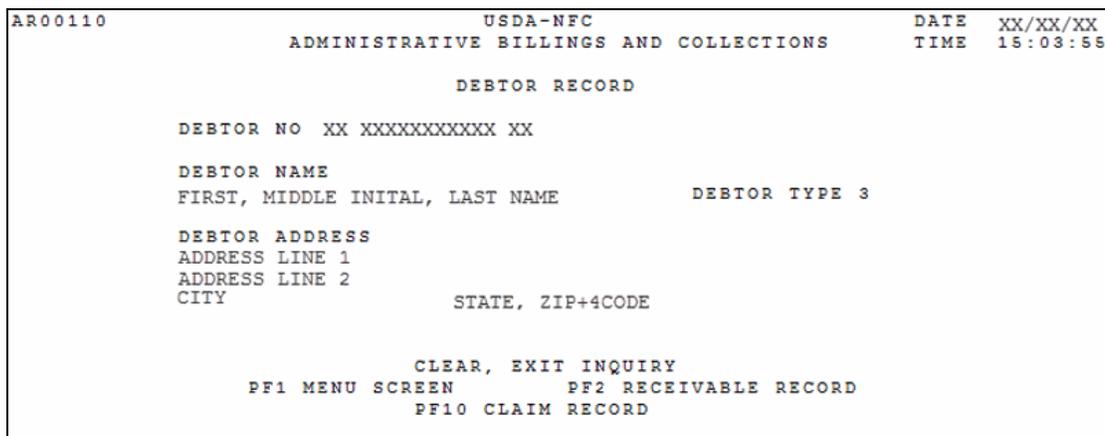


Figure 12: Debtor Record (With Information) Screen

The Debtor Record Screen fields are described below.

Debtor Record Screen Fields	Descriptions
-----------------------------	--------------



Debtor Record Screen Fields	Descriptions
Debtor No	<i>System generated</i> Positions 1-2 - Displays the Department Code that identifies the debt's originating Agency. Positions 3-18 - Displays the debtor's SSN and Employee Receivable (ER) code. Positions 19-20 - Displays the system code identified below that identifies the system in which the payment is processed. 01 - Travel Advances (ADVN) 02 - Travel Vouchers (TVCH) 16 - Transportation (Other) 61 - Travel (TRVL) 91 - Payroll Voluntary Collections 92 - Payroll and other bills (Employee Indebtedness) SX - Special Payroll Processing System (SPPS)
Debtor Name	<i>System generated</i> Displays the Debtor's First, Middle Initial, and Last Name.
Debtor Type	<i>System generated</i> Displays the debtor's classification as identified below. 1 - Federal Government 2 - Commercial 3 - Consumer 4 - Foreign government 5 - State and Municipal Government
Debtor Address	<i>System generated</i> Displays the Address Line 1, 2, city, State and ZIP+4 Code.

After viewing the data on the Debtor Record, the following options are also available:

- To view another debtor record, repeat the process above.
- To return to the ABCOINQ Main Menu, press **PF1**.
- To access the Receivable Record, press **PF2**.

For more information, Option 2. Receivable Info (By Debtor ID and Bill Number) .



Option 2. Receivable Info (By Debtor ID and Bill Number)

Receivable Information (By Debtor ID and Bill Number) is **Option 2** on the ABCOINQ Main Menu. This option displays the Receivable Record for an ABCO billing. Entry of both the debtor number and bill number is required. Data pertaining to the receivable record including the debtor's last payment activity and the original receivable amount is displayed.

To View a Receivable Record:

1. Select **Option 2**, Receivable Information (By Debtor ID and Bill Number) on the ABCOINQ Main Menu.
2. Complete the fields as follows:

Receivable Record Screen - Debtor Number Field	Instruction
Debtor Number	<p><i>Required, alphanumeric, 20 positions</i></p> <p>Positions 1-2 - Enter the Department Code that identifies the debt's originating Agency. Positions 3-18 - Enter the debtor's SSN and Employee Receivable (ER) code.</p> <p>Press Tab.</p> <p>Positions 19-20 - Enter the system code identified below that identifies the system in which the payment is processed.</p> <p>01 - Travel Advances (ADVN) 02 - Travel Vouchers (TVCH) 16 - Transportation (Other) 61 - Travel (TRVL) 91 - Payroll Voluntary Collections 92 - Payroll and other bills (Employee Indebtedness) SX - Special Payroll Processing System (SPPS)</p>

3. Press **Tab**.
4. Complete the field as follows:

Receivable Record Screen - Bill Number Field	Instruction



Receivable Record Screen - Bill Number Field	Instruction
Bill Number	<p><i>Required, numeric, 9 required positions, maximum of 10.</i></p> <p>Enter the Bill Number as follows:</p> <p>Position 1 - Billing year Position 2-3 - Pay Period the adjustment was processed Position 4 - 1 for a FEHB bill or 2 for a Salary Adjustment Positions 5-10 - System generated</p>

5. Press **Enter**. The Receivable Record screen, with the debtor's information, is displayed.

Note: If this is not a valid debtor number and bill combination, the message, *RECORD NOT FOUND*, is displayed.

```

AR00120                                USDA-NFC                                DATE  XX/XX/XX
                                ADMINISTRATIVE BILLINGS AND COLLECTIONS    TIME  15:44:35
                                RECEIVABLE RECORD

DEBTOR NUMBER  XX XXXXXXXXXXXX XX          BILL NUMBER  XXXXXXXXXXXX

BALANCES:  RECVBL                .00  ORIGINAL RECVBL AMT                116.00
            PRINCIPAL              .00
            INTEREST                .00          BATCH NUMBER BP2041
            PENALTY                 .00          UPDATE REF ABCOXX    15195 104432
            ADMIN COST              .00          TAPE BILL IND N

PAID:      INTEREST                .00  PROCESSED:  DATE 00 00 00
            PENALTIES              .00          TIME 18:04:30
            ADMIN COSTS            .00  REGISTER:  NUMBER 545308
LAST PAY:  AMOUNT                116.00          TYPE 0050
            TYPE 1
            DATE 00 00 00
DELINQUENT:  IND
            CNT 000
            DATE 00 00 00
PF1 MENU      PF4 ACCT W/COLLECT          PF7 PRIOR RECVBL      PF10 CLAIMS INFO
PF2 NEXT PG   PF5 BILLS                   PF8 NEXT RECVBL      PF11 DETAIL RECS
PF3 ACCING    PF6 DESC TEXT               PF9 DEBTOR INFO      PF12 EMPLOY INDEBT
  
```

Figure 13: Receivable Record Screen

The Receivable Record fields are displayed as follows:

Receivable Record Screen Field	Description
--------------------------------	-------------



Receivable Record Screen Field	Description
Debtor Number	<p><i>System generated</i></p> <p>Positions 1-2 - Displays the Department Code that identifies the debt's originating Agency. Positions 3-18 - Displays the debtor's SSN and Employee Receivable (ER) code. Positions 19-20 - Displays the system code identified below that identifies the system in which the payment is processed.</p> <p>01 - Travel Advances (ADVN) 02 - Travel Vouchers (TVCH) 16 - Transportation (Other) 61 - Travel (TRVL) 91 - Payroll Voluntary Collections 92 - Payroll and other bills (Employee Indebtedness) SX - Special Payroll Processing System (SPPS)</p>
Bill Number	<p><i>System generated</i></p> <p>Displays the 9-or-10-digit number that identifies the system-generated bill as follows:</p> <p>Position 1 - Billing year Position 2-3 - Pay Period the adjustment was processed Position 4 - 1 equals an FEHB bill or 2 equals a Salary Adjustment Positions 5-10 - System generated</p>
Balances: Recvbl	<p><i>System generated</i></p> <p>Displays the current balance due on this receivable.</p>
Balances: Principle	<p><i>System generated</i></p> <p>Displays the principle due on this receivable.</p>
Balances: Interest	<p><i>System generated</i></p> <p>Displays the interest due on this receivable.</p>
Balances: Penalty	<p><i>System generated</i></p> <p>Displays the penalty due on this receivable.</p>
Balances: Admin Cost	<p><i>System generated</i></p> <p>Displays the administrative cost due on this receivable.</p>
Paid: Interest	<p><i>System generated</i></p> <p>Displays the interest paid on the receivable.</p>
Paid: Penalties	<p><i>System generated</i></p> <p>Displays the penalty amount paid on the receivable.</p>



Receivable Record Screen Field	Description
Paid: Admin Costs	<i>System generated</i> Displays the administrative costs paid on the receivable.
Last Pay: Amount	<i>System generated</i> Displays the last amount paid on this receivable.
Last Pay: Type	<i>System generated</i> Displays the type of last payment received by using one of the following: 1 - Cash Collection 3 - Treasury Collection - SF 1098, Cancelled Check Received/RO145, EFT Returned/Unavailable Check Cancellation (UCC) 5 - Garnishment/Salary deduction 7 - Intra-governmental Payment and Collection (IPAC)
Last Pay: Date	<i>System generated</i> Displays the date the last collection was posted in the system.
Delinquent: Ind	<i>System generated</i> Displays any debts, no payments or partial payments, that have become delinquent. N - Debt is current Y - Debt is delinquent
Delinquent: Cnt	<i>System generated</i> Displays the number of times a debt is delinquent. The first time a debt becomes delinquent, no payment, or partial payment, a missed payment letter will be issued to the debtor to request a payment be received.
Delinquent: Date	<i>System generated</i> Displays when a debt is deemed to be delinquent. The indicator will be changed from an N to Y . The date will be populated with the current system date.
Original Recvbl Amt	<i>System generated</i> Displays the original receivable amount.
Batch Number	<i>System generated</i> Displays the number used by NFC to locate the receivable, collection, or adjustment document.



Receivable Record Screen Field	Description
Update REF	<p><i>System generated</i></p> <p>Displays the transaction source, Julian date, and time of the latest online update or manual adjustment.</p>
Tape Bill Ind	<p><i>System generated</i></p> <p>Displays if monies collected were transferred from the IPAC system tape to Treasury.</p>
Processed: Date	<p><i>System generated</i></p> <p>Displays the date the receivable was set up in the system.</p>
Processed: Time	<p><i>System generated</i></p> <p>Displays the time the receivable was set up in the system.</p>
Register: Number	<p><i>System generated</i></p> <p>Displays the six-digit number used for the journal voucher (JV) accounting control. For NFC use only.</p>
Register: Type	<p><i>System generated</i></p> <p>Displays the types of JVs used as identified below. For NFC use only.</p> <p>0040 - Receivables or Receivable Adjustments 0044 - Claim Receivable 0045 - Write-off 0050 - Voluntary Cash Collection 0051 - Voluntary Collection (Used for SF 1081, Voucher and Schedule of Withdrawals and Credits (Receivable Established) and SF 1098) 1047 - Refund of Collection 5515 - Debit Voucher/Non-Sufficient Funds (NSF) Check</p>



Receivable Record Screen Field	Description
Status: Code	<p><i>System generated</i></p> <p>Displays the status of the pending receivable as follows:</p> <p>CA - Cancel ADJP bill CR - Claims Repayment DR - Defaulted Repayment FE - Cancel FEHB bill HO - Agency requested a hold for 2 pay periods on the collection of the bill in order to review the receivable HR - Employee requests hearing SH - Agency requests to suspend collection for 2 additional pay periods WA - Waiver applied for WC - Waiver Form Claims WO - Write-off, forwarded to Claims Section to charge Agency WP - Waiver Approved</p>
Status: Date	<p><i>System generated</i></p> <p>Displays the date of the last status recorded on the receivable.</p>
Repayment: Ind	<p><i>System generated</i></p> <p>Identifies if a repayment agreement has been entered into by the debtor with the Agency. The following values are used:</p> <p>N - Default setting when bill established R - Signed agreement received from debtor M - Modified/Renegotiated repayment agreement F - FEHB systemic debt, regulatory collection required D - Repayment agreement in default status</p>
Repayment: Date	<p><i>System generated</i></p> <p>Displays the date the Repayment Agreement was entered into the system. This indicator will populate with the current system date whenever the indicator is modified.</p>
Repayment: Eff Date	<p><i>System generated</i></p> <p>Date will system generate with the bill aging date for FEHB bills.</p>

After viewing the data on the Receivable Record, the functions below are available.



To view a Receivable Record for another debtor:

1. Type the new debtor number
2. Type the new bill number.

Note: If this is not a valid debtor number and bill combination, the message, *RECORD NOT FOUND*, is displayed.

3. To return to the ABCOINQ Main Menu, press **PF1**.
4. To access the next page of the Receivable Record, press **PF2**. For more information, refer to the Viewing the Receivable Record (2) Screen topic below.
5. To access the Receivable Accounting screen, press **PF3**. For more information, refer to the Viewing Receivable Accounting topic below.
6. To access the Accounting With Collection, press **PF4**. For more information, refer to the Viewing Accounting With Collection topic below.
7. To access the bill record, press **PF5**. For more information, refer to the Viewing the Bill Record topic below.
8. To access the description text, press **PF6**. For more information, refer to the Viewing Description Text topic below.
9. To move to the prior Receivable Record screen, press **PF7**.
10. To move to the next Receivable Record screen, press **PF8**.
11. To access the debtor record, press **PF9**. For more information, refer to *Option 1. Debtor Information (By Debtor ID) Screen* (on page 72).
12. To access the Claims record, press **PF10**. For more information, refer to *ABCO Claims Information Inquiry Screens* (on page 115).

Note: Additional security access is required to access the ABCO Claims Information Inquiry Screens. Contact your ASO to request access.

13. To access the detail record, press **PF11**. For more information, refer to the Viewing Receivable Details topic below.
14. To access the employee indebtedness listing for the debtor number, press **PF12**. For more information, refer to *Option 4. Employee Indebtedness (By Social Security Number)* (on page 111).
15. To exit ABCOINQ, press **Clear or ESC**.



Viewing the Receivable Record (2) Screen

The next page of the Receivable Record Screen is the Receivable Record (2) Screen.

To Access Next Page Directly from the Receivable Record Screen:

1. Press **PF2**. The Receivable Record (2) is displayed.

AR00121	USDA-NFC			DATE	XX/XX/XX
ADMINISTRATIVE BILLINGS AND COLLECTIONS				TIME	15:57:03
RECEIVABLE RECORD (2)					
DEBTOR NUMBER	XX XXXXXXXXXXXX XX	BILL NUMBER		XXXXXXXXXX	
RRR CODE B	RA TYPE	GARNISH EST AMT		.00	
RRR MOD	CLAIMS IND N	GARNISH PP AMT		.00	
ARB PROC	REC/CLAIMS DATE 00 00 00	YYPP TO GARNISH		00 00	
PAYMENT REF					
BILL AGING DT	00 00 00	INTEREST RT	2.125	LWOP EFF DATE	00 00 00
PAST DUE COUNT	0	DO CODE		CUSTOMER ALC	
GOV N	MOP 1	SF1080 N	INT N	PEN N	ARB
ADMN N	MINC	W2 N	BILL 0	EST N	FFIS C
BILL FREQUENCY	LWOP-ACT-DUTY	OVERRIDE IND			
RECVBL SRC IND 1	SYS-ACRONYM ABCO	HARDSHIP IND N			
PAYROLL REASON	ONLINE-BATCH	PROCESSED		00 00 00	
GAR MAJ/MIN	INVOLUN-PROC	REVIEWED		00 00 00	
CLEAR, EXIT INQUIRY	PF1 MENU SCREEN	PF7		FIRST PAGE	

Figure 14: RECEIVABLE RECORD (2) Screen

The Receivable Record (2) Screen fields are displayed as follows:

Receivable Record (2) Screen Fields	Descriptions
Debtor Number	<p><i>System generated</i></p> <p>Positions 1-2 - Displays the Department Code that identifies the debt's originating Agency.</p> <p>Positions 3-18 - Displays the debtor's SSN and Employee Receivable (ER) code.</p> <p>Positions 19-20 - Displays the system code identified below that identifies the system in which the payment is processed.</p> <p>01 - Travel Advances (ADV N)</p> <p>02 - Travel Vouchers (TVCH)</p> <p>16 - Transportation (Other)</p> <p>61 - Travel (TRVL)</p> <p>91 - Payroll Voluntary Collections</p> <p>92 - Payroll and other bills (Employee Indebtedness)</p> <p>SX - Special Payroll Processing System (SPPS)</p>



Receivable Record (2) Screen Fields	Descriptions
Bill Number	<p><i>System generated</i></p> <p>Displays the 9- or 10-digit number that identifies the system-generated bill as follows:</p> <p>Position 1 - Billing year Position 2-3 - Pay Period the adjustment was processed Position 4 - 1 equals an FEHB bill or 2 equals a Salary Adjustment Positions 5-10 - System generated</p>
RRR Code	<p><i>System generated</i></p> <p>Displays the revenue, refund or reimbursement code (RRR) which determines the classification of the transaction in the general ledger for reporting purposes as identified below.</p> <p>A - Revenue/non Federal B - Refund/non Federal C - Reimbursement - Other D - Advance from Public G - Advance to Grantees J - Advance to Government 0 - Revenue - Government 1 - Refund - Government 2 - Reimbursement - Government 3 - Advance from Government 4 - Cash Donation 8 - Sale of Assets 9 - Advance to Contractors</p>



Receivable Record (2) Screen Fields	Descriptions
RA Type	<p><i>System generated</i></p> <p>Displays the receipt account type code used to indicate the computation and tax treatment of the collection as identified below.</p> <p>Salary and Leave 01 - Salary Overpayment 02 - Duplicate Salary Payment 03 - Collection for Salary Advance 04 - Lump Sum Overpayment 05 - Recovery of Lump Sum Payment 06 - Overdrawn Leave 07 - Conversion of Paid Leave to LWOP 15 - Major ADJP - 15% of Disposable Income 16 - Minor ADJP - Less 15% of Disposable Income</p> <p>Other Collections 41 - Travel advance 42 - Property Lost, Destroyed, Stolen 47 - Recovery of Moving Expenses 48 - Duplicate Payment of Savings Allotment to Savings Institution 49 - Travel Overpayment</p> <p>Miscellaneous 90 - Other Types 91 - Miscellaneous</p> <p>Salary Deduction 20 - Adjustment Between FICA and Retirement 21 - FEHB Collection 22 - FEGLI 23 - Quarters (taxable) 35 - LWOP FEGLI</p>
Garnish Est Amt	<p><i>System generated</i></p> <p>Displays an estimate of the garnishment amount.</p>
RRR Mod	<p><i>System generated</i></p> <p>Displays the revenue, refund or reimbursement code which further defines the RRR code. For NFC use only.</p>
Claims Ind	<p><i>System generated</i></p> <p>Indicates if an account is in the claims status.</p>
Garnish PP Amt	<p><i>System generated</i></p> <p>Displays the garnishment amount to be deducted each pay period until the receivable is fully collected.</p>



Receivable Record (2) Screen Fields	Descriptions
ARB Proc	<i>System generated</i> Displays the arbitrary processing indicator used by NFC to further define the accounting entry.
Rec/Claims Date	<i>System generated</i> Displays the date established in claims or date processed if receivable record on the database.
YYPP To Garnish	<i>System generated</i> Displays the first pay period for garnishment. The garnishment may begin any pay period thereafter.
Payment Ref	<i>System generated</i> Displays the reason the bill was generated. For an ADJP bill the following is displayed: Y in position 1 - Corrected T&A Y in position 2 - Supplemental T&A Y in position 3 - Corrected or Late Payroll Personnel action Y in position 4 - NFC 29, Pay Adjustment Document, was processed For a FEHB bill the following is displayed: Positions 1-2 - Debtor's Agency Positions 3-16 - T&A contact point Positions 17-18 - Debtor's Agency Positions 19-22 - Billing pay period
Bill Aging Dt	<i>System generated</i> Displays the initial date that the receivable was established.
Interest Rt	<i>System generated</i> Displays the rate of interest charged to the receivable.
LWOP Eff Date	<i>System generated</i> Displays the first day of pay period in which the health insurance bill applies.
Past Due Count	<i>System generated</i> Displays the number of bills generated for manual bill type 631 only.
DO Code	<i>System generated</i> Displays the disbursing office code specific to a cancellation collection.



Receivable Record (2) Screen Fields	Descriptions
Customer ALC	<p><i>System generated</i></p> <p>Displays the Agency location code specific to the debtor billed through IPAC.</p>
GOV	<p><i>System generated</i></p> <p>Displays the identity the debtor as Government or non-Government as identified below.</p> <p>Y - Government N - Non-Government</p>
MOP	<p><i>System generated</i></p> <p>Displays the expected means of payment as identified below.</p> <p>1 - Cash Collection 3 - Treasury collections - SF1098/RO145/UCC 5 - Garnishment/Salary Deduction 7 - IPAC Collection</p>
SF 1080	<p><i>System generated</i></p> <p>Displays if the bill should be an SF 1080, Voucher for Transfers Between Appropriations and/or Funds. If blank, the system defaults to No.</p>
INT	<p><i>System generated</i></p> <p>Displays the charge interest indicator as identified below.</p> <p>Y - Yes, charge interest N - No, do not charge interest</p>
PEN	<p><i>System generated</i></p> <p>Displays the charge penalty indicator as identified.</p> <p>Y - Yes, charge penalty N - No, no penalty charged</p>
ARB	<p><i>System generated</i></p> <p>Displays the arbitrary indicator used by NFC for accounting purposes.</p>
ADMN	<p><i>System generated</i></p> <p>Displays the charge administrative fees indicator as identified below.</p> <p>Y - Yes, charge administrative fee N - No, do not charge administrative fee</p>



Receivable Record (2) Screen Fields	Descriptions
MINC	<i>System generated</i> Displays an N (no). For NFC use only.
W2	<i>System generated</i> Displays an N (no). For NFC use only.
Bill	<i>System generated</i> Displays the bill continuity indicator as identified below. 0 - One original bill mailed (system generated bills only) 1 - One original bill mailed (for manual bill type 631 only) 2 - Original bill mailed plus one more bill mailed the following month 9 - Every month a bill is mailed
EST	<i>System generated</i> Displays an N (no). For NFC use only.
FFIS	<i>System generated</i> Displays whether the Agency's accounting is in one of the following: C - Payroll Accounting System (PAS) F - Foundation Financial Information System (FFIS).
Bill Frequency	Reserved
LWOP-ACT-Duty	<i>System generated</i> Displays if the employee has returned from active duty or remains on LWOP due to active duty as identified below. For NFC use only. Blank - System default, never on LWOP due to active duty. 1 - New debt 2 - Payment received 3 - Separated or no payment received



Receivable Record (2) Screen Fields	Descriptions
Override Indicator	<p><i>System generated</i></p> <p>Indicates that the Agency has determined that the debt should not be classified delinquent by displaying an one of the following:</p> <p>Blank - System default, Override has not been requested. Y - Override has been requested and is actively enforced. N - Override has been removed.</p> <hr/> <p>Note: This indicator should be used sparingly and must be requested by an authorized Agency official on TMGT 63, Department/Agency/Bureau Contact, contact type 15, (waiver approved).</p>
Recvbl SRC Ind	<p><i>System generated</i></p> <p>Displays which program stored the receivable record on the database. For NFC use only.</p> <p>0 - Conversion 1 - NFC460 2 - Payroll Interface 3 - RA-REC 4 - NFC490 5 - Conversion</p>
Sys-Acronym	<p><i>System generated</i></p> <p>Displays which system the receivable was established.</p> <p>ABCO - Administrative Billings and Collections System DOTS - Document Tracking System PAYE - Payroll Computation System SPPS - Special Payroll Processing System TRVL - Travel Entry and Inquiry</p>
Payroll Reason	<p><i>System generated</i></p> <p>Displays if the receivable was generated due to a payroll system action. The types are as follows:</p> <p>1 - FEHB 2 - ADJP</p>
Online-Batch	<p><i>System generated</i></p> <p>Displays if the document was processed using automated interface by displaying one of the following codes:</p> <p>Y - Automated interface N - Not automated interface</p>



Receivable Record (2) Screen Fields	Descriptions
Gar Maj/Min	<p><i>System generated</i></p> <p>Displays the Receipt Account (RA) type as identified below. Indicates if the indebtedness is major or minor and if the debtor is separated or deceased. Used for system generated payroll indebtedness.</p> <p>1 - Minor indebtedness 2 - Major indebtedness 3 - Separated employee 4 - Deceased employee 5 - Separated, employee not on payroll database</p>
Involun-Proc	Reserved
Hardship Indicator	<p><i>System generated</i></p> <p>Indicates that the debtor has requested a Financial Hardship displaying one of the following codes:</p> <p>N - System default when the bill is established Y - Hardship status approved</p>
Hardship Processed	<p><i>System generated</i></p> <p>Displays the current system date the hardship indicator was entered in the system.</p>
Hardship Reviewed	<p>System generated</p> <p>Displays the date that the hardship was approved by the Agency official.</p>

The following options are also available:

- Press **PF1**, to return to the ABCOINQ Main Menu.
- Press **PF7**, to return to the first page of the Receivable Record screen.
- Press **Clear** or **Esc**, to exit ABCOINQ.



Viewing Receivable Accounting

The Receivable Accounting screen, displays a maximum of two lines of accounting data related to the receivable. It also displays various bill amounts and collection amounts applied to the receivable, displayed below.

AR00123	USDA-NFC										DATE	XX/XX/XX
	ADMINISTRATIVE BILLINGS AND COLLECTIONS										TIME	16:06:29
	RECEIVABLE ACCOUNTING										PAGE	0001
BILL NUMBER XXXXXXXXX												
TYPE	4	FY	15	AGCY	90	ACCT STA	0010	OBJ CLS	1156	TREA CAT	WC	
ACCT CLS	XXXXXXXXXX											
TREA SYM	XXXXXXXXXX											
BILL AMT					116.00	TAS	012	X4609000	BETC	COLL		
						COLL AMT		116.00	ACCT DIST	0.00		
TYPE		FY	00	AGCY		ACCT STA		OBJ CLS		TREA CAT		
ACCT CLS												
TREA SYM												
BILL AMT					0.00	TAS			BETC			
						COLL AMT		0.00	ACCT DIST	0.00		
CLEAR, EXIT INQUIRY				PF7 SCROLL BACK				PF9 RECEIVABLE				
PF1 MENU SCREEN				PF8 SCROLL FORWARD								

Figure 15: Receivable Accounting Screen

Note: The fields identified below are repeated on the screen to display a second line of accounting data related to the receivable.

The Receivable Accounting Screen fields are displayed as follows:

Receivable Accounting Screen Fields	Descriptions
Bill Number	<p><i>System generated</i></p> <p>Displays the 9- or 10-digit number that identifies the system-generated bill as follows:</p> <p>Position 1 - Billing year Positions 2-3 - Pay period the adjustment was processed Position 4 - 1 equals a FEHB bill or 2 equals a Salary Adjustment bill Positions 5-10 - System generated</p>
Type	<p><i>System generated</i></p> <p>Displays the Accounting type code as identified below. The order of posting a collection is: 2, 1, 3, and 4.</p> <p>1 - Administrative cost 2 - Penalty 3 - Interest 4 - Principal</p>



Receivable Accounting Screen Fields	Descriptions
FY	<i>System generated</i> Displays the budget fiscal year of the accounting class.
Agcy	<i>System generated</i> Displays the Agency code of the debtor.
Acct Sta	<i>System generated</i> Displays the internal accountable Agency identifier used in processing by the NFC.
Obj Cls	<i>System generated</i> Displays the object classification code used for accounting purposes and defines the type of collection or receivable.
Trea Cat	<i>System generated</i> Displays the treasury symbol types as identified below. This is used for accounting purposes. WC - Working Capital Fund GA - General Appropriated Fund GF - General Fund
Acct Cls	<i>System generated</i> Displays the accounting classification used to debit or credit the appropriate accounting. DR - Debit CR - Credit
Trea Sym	<i>System generated</i> Displays the treasury symbol, that is used for accounting purposes, when validating the accounting classification.
TAS	<i>System generated</i> Displays the Treasury Account Symbol that allows Treasury to identify critical information about each transaction that is reported.
BETC	<i>System generated</i> Displays the eight-character code used to indicate the type of activity being reported.
Bill Amt	<i>System generated</i> Displays the bill amount for each accounting classification line.



Receivable Accounting Screen Fields	Descriptions
Coll Amt	<i>System generated</i> Displays the total amount of collections associated with a line of accounting. This can be comprised of more than one collection.
Acct Dist	<i>System generated</i> Displays the percentage of the total amount of accounting type when the estimate indicator is Y .

To Access the Acctng screen, Directly from the Receivable Record Screen:

1. Press **PF3**.

The following options are available:

- Press **PF1**, to return to the ABCOINQ Main Menu.
- Press **PF7**, to scroll back to the first page of the Receivable Accounting screen.
- Press **PF8**, to scroll forward to the next page of the Receivable Accounting screen.
- Press **PF9**, to access the Receivable Record screen.
- Press **Clear** or **Esc**, to exit ABCOINQ.

Viewing the Accounting With Collection Screen

The Accounting With Collection screen displays the amount the debtor has been billed and the amount collected.

To Access the Accounting With Collection Screen:

1. Press **PF4**. The Accounting With Collection screen, with the Receivable Record, is displayed.



```

AR00124                                USDA-NFC                                DATE    XX/XX/XX
                                ADMINISTRATIVE BILLINGS AND COLLECTIONS    TIME    16:13:11

                                ACCOUNTING WITH COLLECTION                PAGE    0001

TYP  AGY  ACCT  ACCTNG CLASS  OBJ  BILLED  CONTROL  COLLECTED
.....
4   90   0010 159000000000    1156  116.00  700645   116.00
.....

                                CLEAR, EXIT INQUIRY  PF7 BACK SCROLL    PF9 RECEIVABLE
                                PF1  MENU SCREEN    PF8 FORWARD SCROLL
  
```

The Accounting With Collection Screen fields are displayed as follows:

Accounting With Collection Screen Fields	Descriptions
Type	<p><i>System generated</i></p> <p>Displays the Accounting type code as identified below. The order of posting a collection is 2, 1, 3, and 4.</p> <p>2 - Penalty 1 - Administrative cost 3 - Interest 4 - Principal</p>
Agy	<p><i>System generated</i></p> <p>Displays the Agency code of the debtor.</p>
Acct Stat	<p><i>System generated</i></p> <p>Displays the accounting station used as an internal accountable Agency identifier used in processing by NFC.</p>
Acctng Class	<p><i>System generated</i></p> <p>Displays the accounting classification used to debit or credit the appropriate accounting.</p> <p>DR - Debit CR - Credit</p>
Obj Clas	<p><i>System generated</i></p> <p>Displays the object classification code used for accounting purposes and defines the type of collection or receivable.</p>



Accounting With Collection Screen Fields	Descriptions
Billed Amount	<i>System generated</i> Displays the bill amount for each accounting classification line.
Control Number	<i>System generated</i> Displays the collection control number used to identify the collection record. Specific formats for garnishment collections are as follows: Automated payroll system collection: 9BA - (Agriculture) 9BH - (Homeland) 9BN - (Other) 9BT - (Treasury) Manual pay collection: 9E - Manual Schedule 9B - Pay Schedule The 1098 number position 3 is identified as follows: U - Unavailable check P - Treasury paper check R - Electronic Funds Transfer (EFT)
Collected Amount	<i>System generated</i> Displays the receivable collected amount.

The following options are also available:

- Press **PF1** to return to the ABCOINQ Main Menu.
- Press **PF7** to scroll back to the first page of the Accounting with Collection screen.
- Press **PF8** to scroll forward to the next page of the Accounting with Collection screen.
- Press **PF9** to access the Receivable Record screen.
- Press **Clear** or **Esc** to exit ABCOINQ.

Viewing the Bill Record

The Bill Record screen is accessed directly from the Receivable Record screen and displays the information pertaining to the debtor's bill.

1. To access the Bill Record, press **PF5**. The Bill Record screen is displayed.



AR00134	USDA-NFC	DATE	XX/XX/XX
ADMINISTRATIVE BILLINGS AND COLLECTIONS		TIME	16:16:53
BILL RECORD			
DEBTOR NO	XX XXXXXXXXXXXX XX	BILL NUMBER	XXXXXXXXXX
BILL DATE	00 00 00	BILLING ALC.....	
PRIOR BALANCE...	0.00	AMT DR ADJ PRINCIPAL..	0.00
COLLECTED AMT...	116.00	AMT DR ADJ NOT PRIN...	0.00
AMT CREDIT ADJ..	0.00	CURRENT CHARGES.....	116.00
AMT PAST DUE....	0.00	BILLED AMOUNT.....	0.00
DATE GRACE PERIOD BEGAN..	00 00 00		
GRACE PERIOD COUNT.....	000		
CLEAR EXIT INQUIRY	PF3 COLLECTION RECORD		
PF1 MENU SCREEN	PF4 ADJUSTMENT RECORD		
PF9 RECEIVABLE	PF7 PRIOR BILL RECORD		
	PF8 NEXT BILL RECORD		

The Bill Record Screen fields are displayed as follows:

Bill Record Screen Fields	Descriptions
Debtor No	<p><i>System generated</i></p> <p>Positions 1-2 - Displays the Department Code that identifies the debt's originating Agency.</p> <p>Positions 3-18 - Displays the debtor's SSN and Employee Receivable (ER) code.</p> <p>Positions 19-20 - Displays the system code identified below that identifies the system in which the payment is processed.</p> <p>01 - Travel Advances (ADVN) 02 - Travel Vouchers (TVCH) 16 - Transportation (Other) 61 - Travel (TRVL) 91 - Payroll Voluntary Collections 92 - Payroll and other bills (Employee Indebtedness) SX - Special Payroll Processing System (SPPS)</p>
Bill Number	<p><i>System generated</i></p> <p>Displays the 9-or 10-digit number that identifies the system-generated bill as follows:</p> <p>Position 1 - Billing year Positions 2-3 - Pay period the adjustment was processed Position 4 - 1 equals an FEHB bill or 2 equals a Salary Adjustment bill Positions 5-10 - System generated</p>
Bill Date	<p><i>System generated</i></p> <p>Displays the date of the bill.</p>
Billing ALC	Reserved for future use.



Bill Record Screen Fields	Descriptions
Prior Balance	<p><i>System generated</i></p> <p>Displays the prior balance of the specified bill.</p>
Amt Dr Adj Principal	<p><i>System generated</i></p> <p>Displays the collection amount withdrawn from the account or an additional receivable amount.</p> <hr/> <p>Note: On the adjustment record, the DR/CR indicator will equal 1.</p>
Collected Amt	<p><i>System generated</i></p> <p>Displays the total amount of collections associated with a line of accounting. This can be comprised of more than one collection.</p>
Amt Dr Adj Not Prin	<p><i>System generated</i></p> <p>Displays the amount of the debit adjustment (not the principal) shows an amount added to the account, e.g., interest, penalty, administrative costs.</p>
Amt Credit Adj	<p><i>System generated</i></p> <p>Displays the total credit adjustment for the billing cycle. The amount credit adjustment is indicated on the Bill Record.</p> <hr/> <p>Note: On the adjustment receivable, the DR/CR indicator will equal 2.</p>
Current Charges	<p><i>System generated</i></p> <p>Displays the charges applied to the first bill.</p>
Amt Past Due	<p><i>System generated</i></p> <p>Displays the amount past due which is computed as follows: Prior Balance minus Collected Amount minus Amt Credit Adj equals Amount Past Due. Amt DR Adj Principal plus Amt DR Adj not Princ equals Billed Amount.</p>
Billed Amount	<p><i>System generated</i></p> <p>Displays the bill amount for each accounting classification line.</p>
Date Grace Period Began	<p><i>System generated</i></p> <p>Displays the date the grace period began, which is the date of the missed payment letter.</p>



Bill Record Screen Fields	Descriptions
Grace Period Count	<p><i>System generated</i></p> <p>Displays one of the following values:</p> <p>1 - One grace period per debt will be allowed</p> <p>9 - Second occurrence of no payment or partial payment</p>

The following options are available:

- Press **PF1** to return to the ABCOINQ Main Menu.
- Press **PF3** to access the Collection Record screen.
- Press **PF4** to access the Adjustment Record screen.
- Press **PF7** to scroll back to the first page of the Bill Record screen.
- Press **PF8** to scroll forward to the next page of the Bill Record screen.
- Press **PF9** to access the Receivable Record screen.
- Press **Clear** or **Esc** to exit ABCOINQ.

Viewing Description Text

The Description Text screen shown below displays the full explanation of the charges billed, including any computations used in determining the amount due. Depending upon the nature of the bill, a description may or may not be displayed.

It is accessed by pressing **PF6**, Description Text, directly from the Receivable Record screen.

```

AR00191                                USDA-NFC                                DATE  XX/XX/XX
                                ADMINISTRATIVE BILLINGS AND COLLECTIONS    TIME  16:24:14
                                DESCRIPTION TEXT

DEBTOR NUMBER  XX XXXXXXXXXXXX XX          BILL NUMBER  XXXXXXXXX

*****
* THIS BILL IS FOR THE COLLECTION OF FEHBA (HEALTH INSURANCE)          *
* PREMIUMS FOR PAY PERIOD(S) 04-06 WHICH WERE DUE AT THE TIME OF      *
* YOUR SEPARATION. YOU WERE PREVIOUSLY NOTIFIED OF THIS DEBT BY OUR   *
* LETTER DATED XX/XX/XX                                               *
*****

                                CLEAR, EXIT INQUIRY    PF1 MENU SCREEN    PF9 RECEIVABLE
END OF RECEIVABLE DESCRIPTION RECORDS
  
```

Figure 16: Description Text Screen

The Description Text Fields are displayed as follows:



Description Text Field	Descriptions
Debtor Number	<i>System generated</i> Positions 1-2 - Displays the Department Code that identifies the debt's originating Agency. Positions 3-18 - Displays the debtor's SSN and Employee Receivable (ER) code. Positions 19-20 - Displays the system code identified below that identifies the system in which the payment is processed. 01 - Travel Advances (ADVN) 02 - Travel Vouchers (TVCH) 16 - Transportation (Other) 61 - Travel (TRVL) 91 - Payroll Voluntary Collections 92 - Payroll and other bills (Employee Indebtedness) SX - Special Payroll Processing System (SPPS)
Bill Number	<i>System generated</i> Displays the 9- or 10-digit number that identifies the system-generated bill as follows: Position 1 - Billing year Positions 2-3 - Pay period the adjustment was processed Position 4 - 1 equals an FEHB bill or 2 equals a Salary Adjustment bill Positions 5-10 - System generated
Description Text	<i>System generated</i> Displays a full explanation of the charges billed, including any computations used in determining the amount due. Used for billing description.

The following options are available:

- Press **PF1** to return to the ABCOINQ Main Menu.
- Press **PF9** to access the Receivable Record screen.
- Press **Clear** or **Esc** to exit ABCOINQ.



Viewing Receivable Details

The Receivable Details screens displayed below contains data related to FEHB-LWOP bills only, listing charges specific to individual pay periods. It is accessed by pressing **PF11**, Detail Recs, directly from the receivable record.

AR00181		USDA-NFC				DATE	xx/xx/xx			
		ADMINISTRATIVE BILLINGS AND COLLECTIONS				TIME	12:09:26			
		RECEIVABLE DETAILS				PAGE	0001			
DEBTOR NUMBER XX XXXXXXXXXXXX XX		BILL NUMBER XXXXXXXXXX								
OBJ	CLS	EMP/EXT	AMT	SRC	PROCESSED	CHG REF	CONT/ORG	AMT	REG NO	HB/JV
1205			200.14		041513	1306		424.95		1051
1205			200.14		040113	1305		424.95		1051
1205			200.14		031813	1304		424.95		1051

CLEAR EXIT INQUIRY PF1 MENU SCREEN PF7 BACK PF8 FORWARD PF9 RECEIVABLE

Figure 17: Receivable Details Screen

The Receivable Details Screen fields are displayed as follows:

Receivable Details Screen Fields	Description
Debtor Number	<p><i>System generated</i></p> <p>Positions 1-2 - Displays the Department Code that identifies the debt's originating Agency.</p> <p>Positions 3-18 - Displays the debtor's SSN and Employee Receivable (ER) code.</p> <p>Positions 19-20 - Displays the system code identified below that identifies the system in which the payment is processed.</p> <p>01 - Travel Advances (ADVN) 02 - Travel Vouchers (TVCH) 16 - Transportation (Other) 61 - Travel (TRVL) 91 - Payroll Voluntary Collections 92 - Payroll and other bills (Employee Indebtedness) SX - Special Payroll Processing System (SPPS)</p>
Bill Number	<p><i>System generated</i></p> <p>Displays the 9-or 10-digit number that identifies the system-generated bill as follows:</p> <p>Position 1 - Billing year Positions 2-3 - Pay period the adjustment was processed Position 4 - 1 for an FEHB bill or 2 for a Salary Adjustment bill Positions 5-10 - System generated</p>



Receivable Details Screen Fields	Description
Obj Cls	<i>System generated</i> Displays the object classification code that is used for accounting purposes and defines the type of collection of receivables.
Emp/Ext Amt	<i>System generated</i> Displays the employee's exempted amount of the FEHB premium for the indicated pay period.
SRC Processed	<i>System generated</i> Displays the date the file was updated in NFC's database.
Chg Ref	<i>System generated</i> Displays the year and pay period the employee went into FEHB non-pay status.
Cont/Org Amt	<i>System generated</i> Displays the Agency's share of the FEHB cost.
Reg No	<i>System generated</i> Displays the six-digit Journal Voucher (JV) accounting control number. For NFC use only.
HB/JV	<i>System generated</i> Displays the health benefit journal voucher code used for accounting purposes.

The following options are also available:

- Press **PF1** to return to ABCOINQ Main Menu.
- Press **PF7** to access the first Receivable Details screen.
- Press **PF8** to access the second Receivable Details screen.
- Press **PF9** to access the Receivable Record screen.
- Press **Clear** or **Esc** to exit ABCOINQ.

Option 3. Collections (By Check ID)

Collections (By Check ID) is **Option 3** on the ABCO Main Menu. This option displays the collection records associated with that check ID only. It is an entry screen for the check identification number, if known. Otherwise, you will have to access the collection record or



adjustment record from the Bill Record screen, which is obtained through the Receivable Record screen.

The Collections By Check-ID screen displayed below is used to view either the Collection Record screen or Adjustment Record screen after the entry of the Check ID number.

To View a Collections by Check ID:

1. Select **Option 3** on the ABCO Main Menu. The Collections By Check-ID is displayed.

AR00160	USDA-NFC	DATE	XX/XX/XX
	ADMINISTRATIVE BILLINGS AND COLLECTIONS	TIME	06:57:43
COLLECTIONS BY CHECK-ID			
CHECK-ID NO			
ENTER, COLLECTION CLEAR, EXIT INQUIRY PF1 MENU SCREEN			

Figure 18: Collections By Check-ID Screen

2. Complete the Check-ID No field as follows:

Collections By Check-ID Screen Field	Instruction
Check-ID No	<i>Required, numeric, 10 positions</i> Enter the Check-ID number that is used for locating a check payment. Positions 1-2 - Check year Positions 3-4 - Month Positions 5-6 - Day Positions 7-10 - Last four digits of the check number

3. Press **Enter**.

Note: If the Check-ID number is specific to a collection, the Collection Record screen will be displayed. Refer to **Viewing a Collection Record** below for detailed information. If the Check-ID number is specific to an adjustment, the Adjustment Record screen will be displayed. Refer to **Viewing an Adjustment Record** below for detailed information.



Viewing a Collection Record

The Collection Record displays the collection data applicable to the corresponding bill number, if the Check-ID number is specific to a collection, as displayed.

```

AR00131                                USDA-NFC                                DATE  xx/xx/xx
                                ADMINISTRATIVE BILLINGS AND COLLECTIONS    TIME  11:53:11

                                COLLECTION RECORD

BILL NUMBER..... XXXXXXXXX          BILL DATE..... xx/xx/xx
COLL NUMBER..... XXXXXX              REGISTER NUMBER.. XXXXXX
COLL TYPE..... 5                     REGISTER TYPE.... 0050
COLL DATE..... xx/xx/xx              BATCH TYPE..... X
COLL AMOUNT.. 444.01                 BATCH NUMBER..... 15017
PENALTY AMOUNT.. .00                 DATE PROCESSED... xx/xx/xx
ADMIN COSTS PAID .00                 CHECK-ID NO..... XXXXXXXXXX
INTEREST PAID... .37                 COLLECTION ALC... 12400001

                                CLEAR, EXIT INQUIRY          PF5 BILL RECORD
                                PF1  MENU SCREEN           PF7 PRIOR COLLECTION
                                                PF8 NEXT COLLECTION
  
```

Figure 19: Collection Record Screen

The Collections Record Screen fields are displayed as follows:

Collections Record Screen Field	Description
Bill Number	<p><i>System generated</i></p> <p>Displays the nine-or ten-digit number that identifies the system-generated bill as follows:</p> <p>Position 1 - Billing year Position 2-3 - Pay Period the adjustment was processed Position 4 - 1 equals a FEHB bill or 2 equals a Salary Adjustment Positions 5-10 - System generated</p>
Bill Date	<p><i>System generated</i></p> <p>Displays the date of the bill.</p>



Collections Record Screen Field	Description
Coll Number	<p><i>System generated</i></p> <p>Displays the collection record. Specific formats for garnishment collections are identified below.</p> <p>Automated payroll system collection are as follows: 9BA - Agriculture 9BH - Homeland 9BN - Other 9BT - Treasury</p> <p>Manual Pay Collection are as follows: 9E - Manual Schedule 9B - Pay Schedule</p> <p>The 1098 number in position 3 is identified as follows: U - Unavailable check P - Treasury paper check R - EFT</p>
Register Number	<p><i>System generated</i></p> <p>Displays the six-digit number used for the journal voucher (JV) accounting control. For NFC use only.</p>
Coll Type	<p><i>System generated</i></p> <p>Displays the type of collection as follows:</p> <p>1 - Cash Collection 3 - Treasury Collections- SF 1098/RO145/UCC 5 - Garnishment/Salary Deduction 7 - Intra-governmental Payment and Collection (IPAC) Collection</p>
Register Type	<p><i>System generated</i></p> <p>Displays the types of JVs used as identified below. For NFC use only.</p> <p>0040 - Receivables or Receivable Adjustments 0044 - Claim Receivable 0045 - Write-off 0050 - Voluntary Cash Collection 0051 - Voluntary Collection (Used for SF 1081 and SF 1098) 1047 - Refund of Collection 5515 - Debit Voucher/NSF Check</p>
Coll Date	<p><i>System generated</i></p> <p>Displays the collection date.</p>
Coll Amt	<p><i>System generated</i></p> <p>Displays the receivable collected amount.</p>



Collections Record Screen Field	Description
Batch Type	<p><i>System generated</i></p> <p>Displays the specific types of processing as follows:</p> <p>Billings: A - 460 Receivable and Receivable Adjustment AW - Internet Billing (IBIL) X - Payroll System Generated - Document Tracking System (DOTS), Travel, Payroll Accounting System (PACS)</p> <p>Collections: A - Voluntary Collections AX - DOTS Voluntary Collections B - Voluntary Cash Collection C - Cash Collection (Receivable Established) D - Travel Advance (Cash) E - SF 1081 F - SF 1098, Schedule of Canceled or Undelivered (Receivable Established) G - SF 1098, Travel Advance H - SF 1221, Statement of Transactions I - Adjustments (Reapplications, non-sufficient funds (NSF), etc.) J - Refunds M - IPAC (Receivable Established) MT - Treasury Offset Program (TOP) Collections MX - ABCO Generated IPAC Collections X - Payroll Garnishments</p>
Batch Number	<p><i>System generated</i></p> <p>Displays the batch number of the receivable, collection or adjustment document. If an X precedes the batch number, the receivable was system generated.</p>
Penalty Amount	<p><i>System generated</i></p> <p>Displays the penalty amount collected.</p>
Date Processed	<p><i>System generated</i></p> <p>Displays the date the record was processed and recorded in ABCO.</p>
Admin Costs Paid	<p><i>System generated</i></p> <p>Displays the administration costs collected.</p>



Collections Record Screen Field	Description
Check-ID No	<i>System generated</i> Displays the check identification number that is used for collection purposes in locating a check payment. Positions 1-2 - Check year Positions 3-4 - Month Positions 5-6 - Day Positions 7-10 - Last four digits of the check number
Interest Paid	<i>System generated</i> Displays the interest paid on this receivable.
Collection ALC	<i>System generated</i> Displays the Agency Location Code for the Agency collecting the funds.

The following options are also available:

- To return to the ABCOINQ Main Menu, press **PF1**.
- To access the Bill Record screen, press **PF5**.
- To return to the prior Collection Record screen, press **PF7**.
- To access the next Collection Record screen, press **PF8**.
- To exit ABCOINQ, press **Clear** or **Esc**.

Viewing an Adjustment Record

If the Check-ID number is specific to an adjustment, the Adjustment Record screen will display the data applicable to adjustments made to the corresponding bill number. The Adjustment Record screen is displayed.



```

AR00162                                USDA-NFC                                DATE XX/XX/XX
                                ADMINISTRATIVE BILLINGS AND COLLECTIONS        TIME 12:39:41

                                ADJUSTMENT RECORD

BILL NUMBER..... XXXXXXXXX                BILL DATE..... XX/XX/XX

ADJUSTMENT TYPE.. 03                        REGISTER NUMBER.. XXXXXX
COLL NUMBER..... XXXXXX                    REGISTER TYPE... 0055
COLL DATE..... XX/XX/XX
COLLECTION TYPE.. 7                        BATCH NUMBER.... XXXXX
SFSS15 NUMBER....                          BATCH TYPE..... A
SFSS15 DATE..... 00 00 00
DR/CR INDICATOR.. 1                        VOUCHER NO..... 00000
PRINT-ADJ-IND.... N                       CHECK-ID NO..... XXXXXXXXXXXX
PRINCIPAL AMOUNT.                          0.00
PENALTY AMOUNT.....                        7.00
ADMIN COST AMOUNT....                      0.00
INTEREST AMOUNT.....                       0.00
                                DATE PROCESSED.. XX/XX/XX
                                ADJ TEXT.. BILL ADJUSTMENT

                                CLEAR  EXIT INQUIRY                PF7  PRIOR ADJUSTMENT
                                PF1   MENU SCREEN                  PF8  NEXT ADJUSTMENT
                                PF3   COLLECTION                    PF12 CHECK ID
                                PF5   BILL RECORD
  
```

Figure 20: Adjustment Record Screen

The Adjustment Record Screen fields are displayed as follows:

Adjustment Record Screen Field	Description
Bill Number	<p><i>System generated</i></p> <p>Displays the 9- or 10-digit number that identifies the system-generated bill as follows:</p> <p>Position 1 - Billing year Position 2-3 - Pay Period the adjustment was processed Position 4 - 1 equals a FEHB bill or 2 equals a Salary Adjustment Positions 5-10 - System generated</p>
Bill Date	<p><i>System generated</i></p> <p>Displays the date of the bill.</p>



Adjustment Record Screen Field	Description
Adjustment Type	<p><i>System generated</i></p> <p>Displays the reason for adjustments to existing receivables as follows:</p> <p>460 Type A Codes 03 - Receivable Adjustment (Bill Adjustment) 04 - Receivable Adjustment (Bill Adjustment) 05 - Bill Reversal (Canceled or deleted bill)</p> <hr/> <p>Note: If a collection number and date are displayed, this is a collection adjustment.</p> <hr/> <p>06 - Partial Write-Off 07 - Full Write-Off</p> <p>Collection Adjustment (Batch Type 1) Type Codes 01 - Reapplication (Money transferred) 02 - SF 5515 (Non-sufficient Funds (NSF)) 03 - SF 5515 (Bank Service Charge) 05 - Cancel Duplicate Collection</p> <p>System-generated Type Codes 03 - Bill adjustment 99 - Last charge adjustment</p>
Register Number	<p>Displays the six-digit number used for the JV accounting control. For NFC use only.</p>
Coll Number	<p><i>System generated</i></p> <p>Displays the collection record. Specific formats for garnishment collections are identified below.</p> <p>Automated payroll system collection are as follows: 9BA - Agriculture 9BH - Homeland 9BN - Other 9BT - Treasury</p> <p>Manual Pay Collection are as follows: 9E - Manual Schedule 9B - Pay Schedule</p> <p>The 1098 number in the 3rd position identified as follows: U - Unavailable check P - Treasury paper check R - EFT</p>



Adjustment Record Screen Field	Description
Register Type	<i>System generated</i> Displays the types of JVs used as identified below. For NFC use only. 0040 - Receivables or Receivable Adjustments 0044 - Claim Receivable 0045 - Write-off 0050 - Voluntary Cash Collection 0051 - Voluntary Collection (Used for SF-1081 and SF 1098) 1047 - Refund of Collection 5515 - Debit Voucher/NSF Check
Coll Date	<i>System generated</i> Displays the collection date.
Collection Type	<i>System generated</i> Displays the type of collection as follows: 1 - Cash Collection 3 - Treasury Collections- SF 1098/RO145/UCC 5 - Garnishment/Salary Deduction 7 - IPAC Collection
Batch Number	<i>System generated</i> Displays the batch number of the receivable, collection or adjustment document. If an X precedes the batch number, the receivable was system generated.
SF 5515 Number	<i>System generated</i> Displays the transactions from an adjustment record, e.g., Bank service charge or NSF check.



Adjustment Record Screen Field	Description
Batch Type	<p><i>System generated</i></p> <p>Displays the specific types of processing as follows:</p> <p>Billings: A - 460 Receivable and Receivable Adjustment AW - Internet Billing (IBIL) X - Payroll System Generated - Document Tracking System (DOTS), Travel, Payroll Accounting System (PACS)</p> <p>Collections: A - Voluntary Collection AX - DOTS Voluntary Collection B - Voluntary Cash Collection C - Cash Collection (Receivable Established) D - Travel Advance (Cash) E - Standard Form (SF) 1081, Voucher and Schedule of Withdrawals and Credits (Receivable Established) F - SF 1098, Schedule of Canceled or Undelivered (Receivable Established) G - SF 1098, Travel Advance H - SF 1221, Statement of Transactions I - Adjustments (Reapplications, non-sufficient funds (NSF), etc.) J - Refunds M - IPAC (Receivable Established) MT - Treasury Offset Program (TOP) Collections MX - Administrative Billings and Collections System (ABCO) Generated IPAC Collections X - Payroll Garnishments</p>
SF 5515 Date	<p><i>System generated</i></p> <p>Displays the date of the transaction on a debit voucher from the bank.</p>
DR/CR Indicator	<p><i>System generated</i></p> <p>Displays the indicator as follows:</p> <p>Receivable document: 1 - Debit bill 2 - Credit bill</p> <p>Collection document: 1 - Debit account 2 - Credit account</p>
Voucher No	<p><i>System generated</i></p> <p>Displays the refund voucher number.</p>



Adjustment Record Screen Field	Description
Print-ADJ-Ind	<i>System generated</i> Displays the print adjustment indicator, Y or N , that is used for supplemental billings to indicate if the adjustment (i.e., change of accounting) is to be printed on the bill.
Check-ID No	<i>System generated</i> Displays the check identification number that is used for collection purposes in locating a check payment. Positions 1-2 - Check year Positions 3-4 - Month Positions 5-6 - Day Positions 7-10 - Last four digits of the check number
Principal Amount	<i>System generated</i> Displays the dollar amount of the adjustment to the principal balance.
Penalty Amount	<i>System generated</i> Displays the additional charge/credit for late payment.
Date Processed	<i>System generated</i> Displays the date the record was processed and recorded in ABCO.
Admin Cost Amount	<i>System generated</i> Displays the administrative cost amount representing additional charges instituted by NFC for special debt collection procedure, i.e., fee for processing delinquent bills.
Interest Amount	<i>System generated</i> Displays the interest that is charged according to the bill aging date and is charged every month until the debt is collected in full.



Adjustment Record Screen Field	Description
ADJ Text	<p><i>System generated</i></p> <p>Displays the type of adjustment in text as follows:</p> <p>460 Type A Codes Receivable Adjustment Receivable Adjustment Bill Reversal (Cancelled or deleted bill) Partial Write-Off Full Write-Off</p> <p>Collection Adjustment Type Codes Reapplication (Money transferred) SF 5515 (NSF) SF 5515 (Bank Service Charge) NFC use only</p> <p>System-generated Type Codes Bill adjustment Last charge adjustment</p>

The following options are also available:

- To return to the ABCOINQ Main Menu, press **PF1**.
- To access the Collection Record screen, press **PF3**.
- To access the Bill Record screen, press **PF5**.
- To return to the prior Adjustment Record screen, press **PF7**.
- To access the next Adjustment Record screen, press **PF8**.
- To access the Check ID screen, press **PF12**.
- To exit ABCOINQ, press **Clear** or **Esc**.

Option 4. Employee Indebtedness (By Social Security Number)

Employee Indebtedness (By Social Security Number) is **Option 4** on the ABCOINQ Main Menu. You can enter the SSN to display the Debtor and Bill Records. The screen lists all debts for an employee according to the bill number. You may also access this screen by pressing **PF12**, Employ Indebt, on the Receivable Record.

The Employee Indebtedness screen displays the employee's debt information.

To View an Employee Indebtedness (By Social Security Number):

1. Complete the Social Security Number field as follows:



Employee Indebtedness Screen Field	Instruction
Social Security Number	Required, numeric, 9 positions Enter the employee's SSN.

2. Press **Enter**. The Employee Indebtedness Screen is displayed.

```

AR00155                                USDA - NFC                                DATE XX/XX/XXXX
                                ADMINISTRATIVE BILLINGS AND COLLECTIONS    TIME 06:59:45

                                EMPLOYEE INDEBTEDNESS                                PAGE 0001

SOCIAL SECURITY NUMBER  XXXXXXXXX

DEBTOR NUMBER          DEBTOR NAME          BILL NO    BATCH    REC VBL - BALANCE
.....
XXXXXXXXXX             Last Name, First Name, Middle Initial      XXXXXXXX   XXXXXX   .00

                                4

.....

CLEAR, EXIT INQUIRY  PF1 MENU SCREEN  PF7 BACKWARD  PF8 FORWARD  ENTER
TAB OVER AND PLACE AN "S" BY A RECORD AND PRESS ENTER
  
```

3. All fields are system generated as follows:

Employee Indebtedness Screen Field	Description
Debtor Number	<p><i>System generated</i></p> <p>Positions 1-2 - Displays the Department Code that identifies the debt's originating Agency.</p> <p>Positions 3-18 - Displays the debtor's SSN and Employee Receivable (ER) code.</p> <p>Positions 19-20 - Displays the system code identified below that identifies the system in which the payment is processed.</p> <p>01 - Travel Advances (ADVN)</p> <p>02 - Travel Vouchers (TVCH)</p> <p>16 - Transportation (Other)</p> <p>61 - Travel (TRVL)</p> <p>91 - Payroll Voluntary Collections</p> <p>92 - Payroll and other bills (Employee Indebtedness)</p> <p>SX - Special Payroll Processing System (SPPS)</p>
Debtor Name	<p><i>System generated</i></p> <p>Displays the Debtor's First and Last Name.</p>



Employee Indebtedness Screen Field	Description
Bill No	<p><i>System generated</i></p> <p>Displays the 9- or 10-digit number that identifies the system-generated bill as follows:</p> <p>Position 1 - Billing year Position 2-3 - Pay Period the adjustment was processed Position 4 - 1 equals an FEHB bill or 2 equals a Salary Adjustment Positions 5-10 - System generated</p>
Batch	<p><i>System generated</i></p> <p>Displays the batch number of the receivable, collection or adjustment document. If an X precedes the batch number, the receivable was system generated.</p>
Recvbl-Balance	<p><i>System generated</i></p> <p>Displays the current receivable balance.</p>

The following options are available:

- To return to the ABCOINQ Main Menu, press **PF1**.
- To scroll back to the first page of the Employee Indebtedness screen, press **PF7**.
- To scroll forward to the next page of the Employee Indebtedness screen, press **PF8**.
- To exit ABCOINQ, press **Clear** or **Esc**.

Option 5. Claims Information (By Claim Number) (NFC Use Only)

Claims Information (By Claim Number) (NFC Use Only) is **Option 5** on the ABCOINQ Main Menu. The Claims Information screen is for NFC use only. To access Claims information, refer to the *ABCO Claims Information Inquiry Screens* (on page 115).

Option 6. TOP Information (By Tax-ID Number) (NFC Use Only)

TOP Information (By Tax-ID Number) (NFC Use Only) is **Option 6** on the ABCOINQ Main Menu. The Treasury Offset Program (TOP) screen is for NFC use only. To access Claims information, refer to the *ABCO Claims Information Inquiry Screens* (on page 115).



AR00120		USDA-NFC		DATE	XX/XX/XX
ADMINISTRATIVE BILLINGS AND COLLECTIONS				TIME	15:44:35
RECEIVABLE RECORD					
DEBTOR NUMBER	XX XXXXXXXXXXXX XX	BILL NUMBER	XXXXXXXXXX		
BALANCES:	RECVB	.00	ORIGINAL RECVB AMT	116.00	
	PRINCIPAL	.00			
	INTEREST	.00	BATCH NUMBER	BP2041	
	PENALTY	.00	UPDATE REF	ABCOXX	15195 104432
	ADMIN COST	.00	TAPE BILL IND	N	
PAID:	INTEREST	.00	PROCESSED:	DATE	00 00 00
	PENALTIES	.00		TIME	18:04:30
	ADMIN COSTS	.00	REGISTER:	NUMBER	545308
LAST PAY:	AMOUNT	116.00		TYPE	0050
	TYPE 1		STATUS:	CODE	
	DATE	00 00 00		DATE	00 00 00
DELINQUENT:	IND		REPAYMENT:	IND	N
	CNT	000		DATE	00 00 00
	DATE	00 00 00		EFF DATE	00 00 00
PF1 MENU	PF4 ACCT W/COLLECT		PF7 PRIOR RECVB	PF10 CLAIMS INFO	
PF2 NEXT PG	PF5 BILLS		PF8 NEXT RECVB	PF11 DETAIL RECS	
PF3 ACCTNG	PF6 DESC TEXT		PF9 DEBTOR INFO	PF12 EMPLOY INDEBT	

Figure 25: Receivable Record Screen

Note: For detailed information on the Receivable Screen, refer to Option 2. Receivable Info (By Debtor ID and Bill Number) .

7. Select **PF10** to view the ABCO Claims Information screen.

AR00665		USDA - NFC		DATE:	XX/XX/XX
ABCO CLAIMS INFORMATION					
CLAIM NO:	XXXXXX	DEBTOR:	Last Name, First Name, Middle Initial	BILL NO:	XXXXXXXXXX
			NO: XX XXXXXXXXXXXX XX		
O>	PRINCIPAL..	1260.60	TOP ACTION.	03 24 15	PAY PLAN AMT. 0.00
R>	INTEREST...	0.00	INIT ACTION.	00 00 00	DATE.... 00 00 00
I>	PENALTY....	0.00	FOLLOW UP...	00 00 00	TOP STATUS... 4
G>	ADMIN COST.	0.00	ACTION DUE..	02 04 16	DATE.... 02 04 16
CLAIM STATUS. OPEN					
		REFERRED	COLLECTED	RESOLVED	
CLAIMS...	0.00	00 00 00	0.00	00 00 00	0.00 00 00 00
COLL AG..	0.00	00 00 00	0.00	00 00 00	0.00 00 00 00
SAL OFF..	0.00	00 00 00	0.00	00 00 00	0.00 00 00 00
TOP OFF..	986.10	02 25 16	0.00	00 00 00	0.00 00 00 00
ADM OFF..	0.00	00 00 00	0.00	00 00 00	0.00 00 00 00
CLEAR EXIT	PF1 MENU		PF7 PREV CLAIM	PF9 RECVB INFO	
ENTER INQ	PF2 NEXT PG	PF6 DEBTOR INFO	PF8 NEXT CLAIM	PF10 TOP INFO	

Figure 26: ABCO Claims Information Screen Page 1

The ABCO Claims Information Screen Fields are displayed as follows:



ABCO Claims Information Screen Fields	Description
Claim No	<p><i>System generated</i></p> <p>Displays the unique number given to a debt when transferred to Claims.</p>
Debtor	<p><i>System generated</i></p> <p>Displays the Last Name, First Name, Middle Initial of the debtor.</p>
Debtor No	<p><i>System generated</i></p> <p>Positions 1-2 - Displays the Department Code that identifies the debt's originating Department. Positions 3-18 - Displays the debtor's SSN and Employee Receivable (ER) code. Positions 19-20 - Displays the system code identified below that identifies the system in which the payment is processed.</p> <p>01 - Travel Advances (ADVN) 02 - Travel Vouchers (TVCH) 16 - Transportation (Other) 61 - Travel (TRVL) 91 - Payroll Voluntary Collections 92 - Payroll and other bills (Employee Indebtedness) SX - Special Payroll Processing System (SPPS)</p>
Bill No	<p><i>System generated</i></p> <p>Displays the nine- or ten-digit number that identifies the system-generated bill as follows:</p> <p>Position 1 - Billing year Position 2-3 - Pay Period the adjustment was processed Position 4 - 1 equals a FEHB bill, or 2 equals a Salary Adjustment Positions 5-10 - System generated</p>
Principal	<p><i>System generated</i></p> <p>Displays the original principal balance at time of transfer to Claims.</p>
Interest	<p><i>System generated</i></p> <p>Displays the original interest amount charged at time of transfer to Claims.</p>
Penalty	<p><i>System generated</i></p> <p>Displays the original penalty charges applied at time of transfer to Claims.</p>



ABCO Claims Information Screen Fields	Description
Admin Cost	<i>System generated</i> Displays the original administrative charge assessed at time of transfer to Claims.
TOP Action	<i>System generated</i> Displays the date the Treasury Offset Program (TOP) employee demand notice for payment was generated.
Init Action	<i>System generated</i> Reserved
Follow up	<i>System generated</i> Reserved
Action Due	<i>System generated</i> Displays the date the ABCO TOP record was generated.
Pay Plan Amt	<i>System generated</i> Displays the amount of repayment agreement agreed upon by Agency.
Date	<i>System generated</i> Displays the date of repayment agreement was approved by Agency.
TOP Status	<i>System generated</i> Displays the TOP status codes as follows: 4 - Debt scheduled to be submitted to TOP/Cross Servicing (CS) A - Annuity payment being received from the Office of Personnel Management (OPM) B - Bankruptcy has been filed C - TOP/CS submission F - Debts returned from CS as uncollectible H - Debt is on Hold pending additional information L - Debt has been written off coded L CNC, but remains in TOP Q - Debt was previously coded L CNC and now paid in full R - Debt is in repayment status S - Debt is being collected through salary offset V - Debt that was coded CNC and then closed out by Agency, notify TOP, if greater than \$600 issue Form 1099-C, Cancellation of Debt W - Debt has been or will be written off Y - Debt has been written off or closed out. Form 1099-C will be issued Z - Debt has been recalled from CS



ABCO Claims Information Screen Fields	Description
Date	<i>System generated</i> Displays the date that TOP/CS record created.
Claims Status	<i>System generated</i> Displays the status as one of the following valid values: Paid Canceled Written-off
Claims	<i>System generated</i> Reserved
Coll AG	<i>System generated</i> Reserved
Sal Off	<i>System generated</i> Reserved
TOP Off	<i>System generated</i> Displays the total amount of the debt at time of referral to the Bureau of the Fiscal Service (BFS).
Adm Off	<i>System generated</i> Reserved

8. To view the next page of the ABCO Claims Information screen, press **PF2**. The ABCO Claims Information screen is displayed.



```

AR00667                                USDA - NFC                                DATE:XX/XX/XX
                                ABCO CLAIMS INFORMATION

CLAIM NO:XXXXXX  DEBTOR:Last Name, First Name, Middle Initial  BILL NO:XXXXXXXXX
                                NO:XX XXXXXXXXXXXXXXXX XX

NOTIFY CREDIT RPT. Y                CLAIM STATUS.. OPEN
FED.REC.CENTER NO.                BOX:      YEAR.
OFFSET TYPE..... 1                COLLECT INFO. _____ TOP DESC.....: ___

CLEAR EXIT                                PF1 MAIN MENU                                PF10 FIRST PAGE
  
```

Figure 27: ABCO Claims Information Screen

The ABCO Claims Information Screen Fields are displayed as follows:

ABCO Claims Information Screen (Page 2) Fields	Description
Claim No	<i>System generated</i> Displays the unique number given to debt when transferred to Claims.
Debtor	<i>System generated</i> Displays the Last Name, First Name, Middle Initial of the debtor.
Debtor No	<i>System generated</i> Positions 1-2 - Displays the Department Code that identifies the debt's originating Agency. Positions 3-18 - Displays the debtor's SSN and Employee Receivable (ER) code. Positions 19-20 - Displays the system code identified below that identifies the system in which the payment is processed. 01 - Travel Advances (ADVN) 02 - Travel Vouchers (TVCH) 16 - Transportation (Other) 61 - Travel (TRVL) 91 - Payroll Voluntary Collections 92 - Payroll and other bills (Employee Indebtedness) SX - Special Payroll Processing System (SPPS)



ABCO Claims Information Screen (Page 2) Fields	Description
Bill No	<p><i>System generated</i></p> <p>Displays the nine-or ten-digit number that identifies the system-generated bill as follows:</p> <p>Position 1 - Billing year Position 2-3 - Pay Period the adjustment was processed Position 4 - 1 equals a FEHB bill or 2 equals a Salary Adjustment Positions 5-10 - System generated</p>
Notify Credit Rpt	<p><i>System generated</i></p> <p>Displays one of the following valid values:</p> <p>Space - No action taken Y - Referred to credit bureau R - Report to credit bureau</p>
Claim Status	<p><i>System generated</i></p> <p>Displays the status as one of the following valid values:</p> <p>Open Paid Canceled Written-off.</p>
Fed Rec Center No	<p><i>System generated</i></p> <p>NFC internal use only.</p>
Box	<p><i>System generated</i></p> <p>NFC internal use only.</p>
Year	<p><i>System generated</i></p> <p>NFC internal use only.</p>
Offset Type	<p><i>System generated</i></p> <p>1 - Employee</p>
Collect Info	<p><i>System generated</i></p> <p>Displays the cycle of Department of the Treasury's TOP Collections.</p>



ABCO Claims Information Screen (Page 2) Fields	Description
Top Desc	<p><i>System generated</i></p> <p>Displays one of the following valid values:</p> <hr/> <p>Note: These values are displayed only on bills generated prior to Pay Period 17, 2014.</p> <hr/> <p> T00 - Blank T01 - Overdrawn annual leave T02 - Overdrawn sick leave T03 - Overdrawn annual and sick leave T04 - Advanced leave T05 - Reserved T06 - Reserved T07 - Reserved T08 - Federal employees health insurance premiums while in a nonpay status T09 - Federal employees health insurance premiums not correctly deducted T10 - Federal Employees' Group Life Insurance (FEGLI) premiums T11 - Reserved T12 - Reserved T13 - Reserved T14 - Salary overpayment or adjustment T15 - Reserved T16 - Lump sum overpayment T17 - Erroneous incentive payment T18 - Difference in retirement coverage T19 - Outstanding salary advance T20 - Duplicate salary payment T21 - Reserved T22 - Quarters not deducted T23 - Training obligation T24 - Tuition assistance T25 - Fiscal irregularities T26 - Unauthorized personal telephone calls T27 - Unfulfilled service agreement T28 - Uniforms and/or equipment not returned T29 - Reserved T30 - Reserved T31 - Travel overpayment T32 - Duplicate travel payment T33 - Outstanding travel advance T34 - Damage to Government property T35 - Withholding tax allowance T36 - Relocation income tax claim T37 - Government bill of lading T38 - Government transportation request T39 - Erroneous payment on fire time report T40 - Overpayment on a misc payment voucher T41 - Default on Government contract T42 - Animal and Plant Health Inspection Service (APHIS) civil penalty </p>



The following options are available:

- To return to the ABCOINQ Main Menu, press **PF1**.
- To scroll back to the first page of the ABCO Claims Information screen, press **PF10**.
- To exit ABCOINQ, press **Clear** or **Esc**.

Viewing the ABCO TOP/CS Offset Info Screen

The ABCO TOP/CS Offset Info screen identifies the amount outstanding and/or adjustments.

1. To return to the first page of the ABCO Claims Information screen, press **PF10**.
2. To access the ABCO TOP/CS Offset Info screen, press **PF10**, again. The ABCO TOP/CS Offset Info screen is displayed.

```

AR00645                                USDA - NFC                                DATE: XX/XX/XX
                                      ABCO TOP/CS OFFSET INFO                            TIME: 12:03:01

TIN: XXXXXXXXXX    CASE-NO:XXXXXXXXXX    CASE TYPE: I    DEBT-CLOSED: _
NAME: Last Name    First Name, Middle Initial    DELETE: _
ALIAS: _____    XSV INDICATOR: C
AMOUNTS> ORIG DEBT:    225.72    DATES> DELINQ: 12 16 2014    AGENCY: XX

TOP COLLECTED:    0.00    SEND LETTER: 11 16 2014
NFC COLLECTED:    0.00    PAYMENT TYPE:
XSV COLLECTED:    0.00    JUDGEMENT:

----- TOP TRANSACTIONS -----
TYPE TRANS DATE ACTION REFERRED DATA
1 02 18 2016 I AMOUNT INCREASED
1 01 14 2016 I AMOUNT INCREASED
1 12 17 2015 I AMOUNT INCREASED
1 11 19 2015 I AMOUNT INCREASED
1 10 20 2015 I AMOUNT INCREASED
1 09 17 2015 I AMOUNT INCREASED
| PF7 PREV TRANS REC PF8 NEXT TRANS REC 0001 |
-----
CLEAR EXIT PF1 MENU PF3 RETURN TO CLAIM PF10 PREV CASE REC
ENTER INQUIRY PF2 SHOW LETTER PF11 NEXT CASE REC
  
```

Figure 28: AR00645, ABCO TOP CS Offset Information Screen

The ABCO TOP/CS Offset Info Screen Fields are displayed as follows:

ABCO TOP/CS Offset Info Screen Fields	Description
TIN	<i>System generated</i> Displays the taxpayer identification number (TIN) or SSN.



ABCO TOP/CS Offset Info Screen Fields	Description
Case-No	<i>System generated</i> Displays the unique claims case number for referral to TOP.
Case Type	<i>System generated</i> Displays one of the following valid values: I - Individual B - Business
Debt-Closed	<i>System generated</i> Displays the status of the debt. Space - Active C - Closed I - Inactive
Name	<i>System generated</i> Displays the Last Name, First Name, Middle Initial of the debtor.
Delete	<i>System generated</i> Reserved
Alias	<i>System generated</i> Displays the trade name, other name used.
XSV Indicator	<i>System generated</i> Displays one of the following valid values: Z - Debt was recalled F - Cross Servicing returned debt to creditor Agency C - Cross Service
Amounts>Orig Debt	<i>System generated</i> Displays the original amount (Agency) when delinquent.
Dates>Delinq	<i>System generated</i> Displays the date the debt became delinquent.
Agency	<i>System generated</i> Displays the Agency code.
TOP Collected	<i>System generated</i> Displays the TOP collected amount.



ABCO TOP/CS Offset Info Screen Fields	Description
Send Letter	<p><i>System generated</i></p> <p>Displays the bill aging date.</p> <hr/> <p>Note: Prior to Pay Period 17, Calendar Year 2014, this was the date the delinquent debt letter was sent to TOP/CS.</p> <hr/>
NFC Collected	<p><i>System generated</i></p> <p>Displays the NFC collection amount.</p>
Payment Type	<p><i>System generated</i></p> <p>Reserved</p>
XSV Collection	<p><i>System generated</i></p> <p>Displays the CS collection amount.</p>
Judgement	<p><i>System generated</i></p> <p>Reserved for future use.</p>
Type	<p><i>System generated</i></p> <p>Displays one of the following valid values:</p> <p>1 - Add to TOP or Close/Inactive debt, update action or NFC adjustments to increase amount to TOP or NFC collections to decrease amount to TOP, or reopen debts that had been marked closed or inactive</p> <p>4 - Change name, add action</p> <p>5 - Delete from TOP, delete action</p>
Trans Date	<p><i>System generated</i></p> <p>Displays the date of the most current action in TOP.</p>
Action	<p><i>System generated</i></p> <p>Displays the action codes as follows:</p> <p>A - Added new account</p> <p>I - Increase - interest, penalties, etc.</p> <p>U - Update</p> <p>S - Subtract</p>
Referred Data	<p><i>System generated</i></p> <p>Displays the explanation of action code.</p>

The following options are available:



- To return to the ABCOINQ Main Menu, press **PF1**.
- To display ABCO TOP letter, press **PF2**.
- To return to the Claims screen, press **PF3**.
- To scroll back to the previous case record, press **PF10**.
- To scroll forward to the next case record, press **PF11**.
- To exit ABCOINQ, press **Clear** or **Esc**.

Viewing ABCO TOP Letters

The ABCO TOP Letters screen identifies the detailed information relating to the date that TOP/CS was notified of the outstanding debt.

1. To access the ABCO TOP Letters screen, press **PF2**. The ABCO TOP Letters screen is displayed.

AR00647	USDA - NFC ABCO TOP LETTERS	DATE: XX/XX/XX TIME: 11:57:33
TIN:XXXXXXXX	CASE NO:XXXXXXXX	
NAME: Last Name, First Name, Middle Initial		
Address Line 1		
Address Line 2	DEBT AMOUNT:	1010.48
City, State, ZIP+4 Code	ADDRESS SOURCE: N	

DATE CREATED: 02 04 2016	SEND LETTER: S	DATE TO SEND: 03 24 2015
CLEAR EXIT	PF1 MENU PF2 RETURN TO TOP	PF7 PREV LETTER PF8 NEXT LETTER

Figure 29: ABCO TOP Letters Screen

The ABCO TOP Letters screen fields are displayed as follows:

ABCO TOP Letters Screen Fields	Description



ABCO TOP Letters Screen Fields	Description
TIN	<i>System generated</i> Displays the TIN or SSN.
Case No	<i>System generated</i> Displays the unique claims case number for referral to TOP.
Name	<i>System generated</i> Displays the Last Name, First Name, Middle Initial of the debtor.
Address	<i>System generated</i> Displays the address line 1 and 2 of the debtor.
City, State Abbreviation, and ZIP Code	<i>System generated</i> Displays the city, State Abbreviation, and ZIP+4 Code of the debtor.
Debt Amount	<i>System generated</i> Displays the amount of the debt originally transmitted to TOP.
Address Source	<i>System generated</i> Reserved
Reason for the Bill	<i>System generated</i> Displays the written information explaining the reason for the bill.
Date Created	<i>System generated</i> Displays the date the ABCO TOP record was created.
Send Letter	<i>System generated</i> Displays one of the following valid values: Y - Yes, record to be transmitted to TOP S - Record has been transmitted to TOP
Date to Send	<i>System generated</i> Displays the date the TOP employee demand notice for payment was generated if the Send Letter Code equals S .

The following options are available:

- To return to the ABCOINQ Main Menu, press **PF1**.
- To return to the ABCO TOP/CS Offset Info screen, press **PF2**.
- To scroll back to the first ABCO TOP letter screen, press **PF7**.



- To scroll forward to the next ABCO TOP letter screen, press **PF8**.
- To exit ABCOINQ, press **Clear** or **Esc**.



Exhibits

This section displays the Debt Management Employee Rights Notices debtor packages and/or notices sent to the Agency and/or employee. For detailed information refer to *Notices* (on page 15).

This section includes the following topics:

Exhibit 1: Form NFC-MPAY, Notice of Missed Payment	132
Exhibit 2: Form NFC-PPAY, Notice of Partial Payment	133
Exhibit 3: Form NFC-631, Demand Notice for Payment and Debtor Package (Form NFC-631pg2, Form NFC-631pg3, Form NFC-631pg4, Form NFC-631pg5, and Form NFC-631pg6)	134
Exhibit 4: Form NFC-1100, Notice of Overpayment of Salary and Demand for Payment and Debtor Package (Form NFC-1100pg2ALL, Form NFC-1100pg3ALL, Form NFC-1100pg4ALL, and Form NFC-1101)	140
Exhibit 5: Form NFC-1100TR, Notice of Overpayment of Salary and Demand for Payment and Debtor Package (Form NFC-1100pg2ALL, Form NFC-1100pg3ALL, Form NFC-1100pg4ALL, and Form NFC-1101TR)	141
Exhibit 6: Form NFC-937, Notice of Intent to Recover Past-Due Health Benefits From Salary and Debtor Package (Form NFC-937pg2, Form NFC-937pg3ALL, and Form NFC-937pg4ALL).....	146
Exhibit 7: Form NFC 937TR, Notice of Intent to Recover Past-Due Health Benefits from Salary and Debtor Package (Form NFC-937pg2TR, Form NFC-937pg3ALL, and Form NFC-937pg4ALL).....	150
Exhibit 8: Lien Letter	154
Exhibit 9: Report ABCO6I01, Status of Debtor Accounts	155
Exhibit 10: Report ABCO2Y01, Outstanding Salary Offset Debts-Suspended by Agency as of Pay Period XX	156
Exhibit 11: ABCO Bill Reference Guide.....	157



Exhibit 1: Form NFC-MPAY, Notice of Missed Payment

Dear

We
The current balance of this bill is

To avoid delinquency, you must submit the missed scheduled payment, and the current payment that are due by . If the scheduled payment is greater than the current balance of this bill, just submit payment for the current balance. **NOTE: This is your only opportunity to avoid delinquency.**

Failure to timely remit payment will result in your debt becoming delinquent. Once delinquent, your agency will begin to offset 15% of your disposable pay per pay period through enforced salary offset until the debt is paid-in-full or otherwise resolved.

It is the policy of this agency to refer delinquent administrative non-tax debts that are over 60 days delinquent to the Department of Treasury, Bureau of the Fiscal Service (BFS) for further enforced collection efforts.

Note: Your agency may elect to immediately refer delinquent debts to the BFS to expedite the collection process. Once delinquent debts are referred to BFS for enforced salary offset, it will remain delinquent until it is paid-in-full.

Your payment options are:

Mailing a payment:

Make your check or money order payable to your agency; please send your check or money order to:

USDA/National Finance Center, Administrative Collections
PO Box 790342, St. Louis, MO 63179

Include on your payment check or money order the last four digits of your Social Security Number and Bill Number.

Electronic payment:

To make an electronic payment log on to PAY.gov at <https://pay.gov>. Type NFC in the Search box and press **Search** button. At Search Results for NFC choose form for All NON-IRS Employees Only or IRS Employees Only, by pressing corresponding **Continue to the Form** button.

In accordance with 31 USC Part 3717 and 31 CFR Part 901.9, % interest, a penalty of 6% per year and administrative costs may be assessed on any part of the debt not paid by . If a salary overpayment debt is not paid-in-full by December 31 of the year in which it was established, the outstanding balance which was previously removed from your taxable income will be returned to the gross taxable income and reflected on your W-2.

If you have any questions, please contact your Agency's Servicing Human Resources Department.

If you have any questions and have separated from service, please contact your former Agency's Servicing Human Resources Department.

FORM NFC-MPAY (12/15)

Figure 30: NFC-MPAY, Notice of Missed Payment



Exhibit 2: Form NFC-PPAY, Notice of Partial Payment

NOTICE OF PARTIAL PAYMENT

National Finance Center
P.O. Box 60000
New Orleans, Louisiana 70160-0001

Reference: Bill Number

Dear

We received a payment in the amount of _____ instead of your scheduled payment amount of _____. The current balance of this bill is _____.

To avoid delinquency, you must submit the remaining balance of the scheduled payment, and the current payment that are due by _____. If the scheduled payment is greater than the current balance of this bill, just submit payment for the current balance. **NOTE: This is your only opportunity to avoid delinquency.**

Failure to timely remit payment will result in your debt becoming delinquent. Once delinquent, your agency will begin to offset 15% of your disposable pay per pay period through enforced salary offset until the debt is paid-in-full or otherwise resolved.

It is the policy of this agency to refer delinquent administrative non-tax debts that are over 60 days delinquent to the Department of Treasury, Bureau of the Fiscal Service (BFS) for further enforced collection efforts.

Note: Your agency may elect to immediately refer delinquent debts to the BFS to expedite the collection process. Once delinquent debts are referred to BFS for enforced salary offset, it will remain delinquent until it is paid-in-full.

Your payment options are:

Mailing a payment:
Make your check or money order payable to your agency; please send your check or money order to:
USDA/National Finance Center, Administrative Collections
PO Box 790342, St. Louis, MO 63179

Include on your payment check or money order the last four digits of your Social Security Number and Bill Number.

Electronic payment:
To make an electronic payment log on to PAY.gov at <https://pay.gov>. Type NFC in the Search box and press **Search** button. At Search Results for NFC choose form for All NON-IRS Employees Only or IRS Employees Only, by pressing corresponding **Continue to the Form** button.

In accordance with 31 USC Part 3717 and 31 CFR Part 901.9, _____ % interest, a penalty of 6% per year and administrative costs may be assessed on any part of the debt not paid by _____. If a salary overpayment debt is not paid-in-full by December 31 of the year in which it was established, the outstanding balance which was previously removed from your taxable income will be returned to the gross taxable income and reflected on your W-2.

If you have any questions, please contact your Agency's Servicing Human Resources Department.

If you have any questions and have separated from service, please contact your former Agency's Servicing Human Resources Department.

FORM NFC-PPAY (12/15)

Figure 31: NFC-PPAY, Notice of Partial Payment



Exhibit 3: Form NFC-631, Demand Notice for Payment and Debtor Package (Form NFC-631pg2, Form NFC-631pg3, Form NFC-631pg4, Form NFC-631pg5, and Form NFC-631pg6)

DEMAND NOTICE FOR PAYMENT

DEBTOR NUMBER	BILL NUMBER	SON	BILLING DATE

For additional information, please call:

SEE FORMS NFC-631 pg4, pg5, and pg6 FOR IMPORTANT INFORMATION.
 To protect the interest of the Government on amounts overdue, the Department of the Treasury (Treasury) requires a late payment charge on all delinquent debts. Remittance for the Total Amount Due must be received on or before the Due Date. The interest rate to be applied to the past-due principal is determined quarterly by Treasury.

Please include your debtor and bill numbers on your remittance payable to the

and mail to:

PRIOR BALANCE	PAYMENTS RECEIVED	CREDIT ADJUSTMENT	AMOUNT PAST DUE	DEBIT ADJUSTMENT	CURRENT CHARGES

Late payment charge is % (per annum).

Total amount due must be received no later than:

DUE DATE	TOTAL AMOUNT DUE

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

DEBTOR NUMBER	BILL NUMBER	SON	DUE DATE	AMOUNT DUE	AMOUNT REMITTED
					\$

Mail To:

Figure 32: Form NFC-631, Demand Notice for Payment and Debtor Package



REPAYMENT AGREEMENT

I understand that I owe the amount indicated on page 1 of this notice to the U. S. Government and that I must repay the debt in full or enter into an acceptable repayment agreement that will satisfy the debt within three years.

Additionally, I understand that if I decide to repay the amount owed by any method other than in a lump sum payment, interest will be charged on the unpaid balance until the debt is paid in full. I also understand that I may pay the balance due at any time and if my payments are not made timely within 60 days of the notice.

- The debt will be reported to the Bureau of the Fiscal Service (BFS)
- The debt will be reported to credit bureau.
- Additional administrative and penalty charges will be assessed.

I choose the following repayment plan (Check one):

1. My lump sum payment in the amount of \$ _____ is enclosed. Include on your payment check or money order, your Social Security Number and bill number and make your check or money order payable to:

USDA, National Finance Center, Administrative Collections

2. My lump sum payment in the amount of \$ _____ has been submitted via Pay.gov.

IF YOU HAVE SELECTED OPTION 1 or 2, sign and return the agreement to:
 USDA/National Finance Center, Administrative Collections
 P. O. Box 790342
 St. Louis, MO 63179-0342

3. I have filed for bankruptcy and the automatic stay of bankruptcy is still in effect (attach copies of supporting documents).

4. The following amount of the debt is not past due or legally enforceable \$ _____. Reason: (Attach copies of supporting documents).

5. I will make equal monthly installment payments of \$ _____ until the debt is paid in full (not less than \$100), which will satisfy the debt within three years. If you select this option return the signed agreement to your former Agency's Human Resources Management Office. The Agency approving official will approve, sign and inform the National Finance Center of the terms of your agreement.

IF YOU SELECT OPTIONS 3 THROUGH 5, SIGN AND RETURN THE AGREEMENT TO YOUR FORMER AGENCY'S HUMAN RESOURCE MANAGEMENT OFFICE. THE AGENCY APPROVING OFFICIAL WILL APPROVE, SIGN AND INFORM THE NATIONAL FINANCE CENTER OF THE TERMS OF YOUR AGREEMENT.

ONCE YOUR AGREEMENT IS APPROVED, PROMPTLY SUBMIT YOUR PAYMENT TO:
 USDA, National Finance Center, Administrative Billings
 P.O. Box 790342, St. Louis, MO 63179-0342

****PLEASE SUBMIT THE ORIGINAL FORM AND KEEP A COPY OF BOTH SIDES FOR YOUR RECORDS****

PRINT EMPLOYEE'S NAME	PHONE
EMPLOYEE'S SIGNATURE	DATE

APPROVING OFFICIAL'S AGREEMENT (REQUIRED FOR OPTIONS 5)

I agree that the former employee may repay the amounts as prescribed in Option 5 above.

AGENCY REPRESENTATIVE'S SIGNATURE	DATE
PRINT REPRESENTATIVE'S SIGNATURE	DATE

FORM NFC-631pg2 Revised 01/17

Figure 33: Form NFC-631, Demand Notice for Payment and Debtor Package (page 2)



BILL FOR COLLECTION (continued)

DEBTOR NUMBER	BILL NUMBER	SON	BILLING DATE

Figure 34: Form NFC-631, Demand Notice for Payment and Debtor Package (page 3)



IN CASE OF PROBLEMS, ERRORS OR QUESTIONS ABOUT YOUR BILL

If you think there is a problem or error with your bill, contact your former agency in writing or by telephone, as soon as possible, but no later than 30 days from the date of this bill on which the error or problem appeared.

Your inquiry should include the following information:

- Your name, debtor number and bill number
- The dollar amount
- Description of the problem or error

YOUR RIGHTS AND YOUR FORMER AGENCY'S RESPONSIBILITIES AFTER RECEIVING YOUR WRITTEN NOTICE

Your inquiry should be acknowledged by your former agency within 15 days of receipt. Within 30 days of receipt of your inquiry, the error must either be corrected or an explanation must be provided as to why the bill is correct.

You do not have to pay any questioned amount while the inquiry is being investigated, but you are obligated to pay those parts of your bill that are not in question.

If it is determined that your bill contains an error, you will not be responsible for paying any late charges associated with the amount in question. However, if determined that no error exists, you may be responsible for any late charges associated with the bill.

NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK

Authorization to Convert Your Check: If you send us a check to make your payment, your check will be converted into an electronic fund transfer. Electronic fund transfer is the term used to refer to the process in which we electronically instruct your financial institution to transfer funds from your account to our account, rather than processing your check. By sending your completed, signed check to us, you authorize us to copy your check and to use the account information from your check to make an electronic fund transfer from your account for the same amount as the check. If the electronic fund transfer cannot be processed for technical reasons, you authorize us to process the copy of your check.

Insufficient Funds: The electronic fund transfer from your account will usually occur within 24 hours, which is faster than a check is normally processed. Therefore, make sure there are sufficient funds available in your checking account when you send us your check. If the electronic fund transfer cannot be completed because of insufficient funds, we may try to make the transfer up to two times (and we will charge you a one-time fee of \$20.00, which we will also collect by electronic fund transfer).

Transaction Information: The electronic fund transfer from your account will be on the account statement you receive from your financial institution. However, the transfer may be in a different place on your statement than the place where your checks normally appear. For example, it may appear under other withdrawals or other transactions. You will not receive your original check back from your financial institution. For security reasons, we will destroy your original check, but we will keep a copy of the check for record keeping purposes.

Your Rights: You should contact your financial institution immediately if you believe that the electronic fund transfer reported on your account statement was not properly authorized or is otherwise incorrect. Consumers have protections under a Federal Law called the Electronic Fund Transfer Act for an unauthorized or incorrect electronic fund transfer.

ELECTRONIC PAYMENTS THROUGH PAY.GOV

To make an electronic payment log on to PAY.gov at <https://pay.gov>.

Type NFC in the Search box and press **Search** button.

At Search Results for NFC choose form for All NON-IRS Employees Only or IRS Employees Only, by pressing corresponding **Continue to the Form** button.

CHARGES FOR LATE PAYMENTS

In addition to a late payment charge being assessed on delinquent debts, we may also assess charges to cover the costs of processing and handling delinquent claims and assess a penalty charge, not to exceed 6% per annum, for failure to pay any portion of a debt more than ninety days past due.

The Debt Collection Improvement Act of 1996 requires all Federal agencies to refer delinquent administrative non-tax debts over 120 days delinquent to Treasury, BFS for further enforced collection efforts. The BFS may enforce collection of delinquent debts by reporting information to credit bureaus; referring debts to collection agencies; initiating wage garnishment proceedings and/or salary offset; initiating tax refund offsets; and/or offset of other federal payments such as awards and travel reimbursement and advances, as allowed by law.

FORM NFC-631pg4 8/1/17

Figure 35: Form NFC-631, Demand Notice for Payment and Debtor Package (page 4)



This debt becomes delinquent 30 days from the original bill date or within 30 days of the date of this notice, if you do not submit payment or enter into an acceptable repayment agreement (you must sign and return the repayment agreement).

Before we submit your debt to Treasury, we are required to tell you that you have 60 days to (1) inspect and copy our records related to your debt; (2) request an agency review of the determination that you owe this debt; and (3) enter into an acceptable written repayment agreement which is included within this package.

Should your debt become delinquent, it is the policy of this office to:

- Report this debt to Treasury for referral to BFS for additional collection action. Also, an administrative wage garnishment order may be initiated to collect this debt. Interest, penalty and administrative charges will continue to accrue on the unpaid debt, pursuant to 31 U.S.C., sec 3717. If the debt is referred for offset, you will be assessed an additional administrative charge.
- Refer delinquent debts to consumer credit reporting agencies. You may request a review of the status of your account, including any information that is reported to a credit bureau.
- The Debt Collection Improvement Act of 1996 (DCIA) 31 U.S.C. 3720D authorizes Federal agencies to garnish wages of an individual to collect non-tax delinquent debts owed to the U.S. Government. Wage garnishment is a process whereby an employer withholds amounts from an employee's disposable pay and pays those amounts to the employee's creditor in satisfaction of a withholding order.

Once your debt is submitted, Treasury will reduce or withhold any of your eligible Federal and State payments by the amount of your debt. This process known as offset, is authorized by the Debt Collection Act of 1982 and the Debt Collection Improvement Act of 1996. Treasury is not required to send you notice before your payment is offset. Payments eligible for offset include:

- Income tax refunds;
- Federal salary, Pay, including military pay;
- Federal retirement, including military retirement pay;
- Contractor/vendor payments;
- Certain Federal Benefit payments, such as Social Security (other than Supplemental Security Income (SSI)), Railroad Retirement (other than Tier 2), Black Lung (Part B) benefits;
- Other Federal payments, including certain loans to you, which are not exempt from offset; and
- State payments.

If your debt is referred to Treasury for additional collection action, the following actions may be taken to enforce collection of this debt:

- Referral of the debt to a private collection agency;
- Referral of the debt to the U.S. Department of Justice or agency counsel for litigation;
- Reporting of the debt, if discharged, to the Internal Revenue Service as potential income.

Also, an additional administrative charge of at least 28 percent will be added to the subject amount by Treasury if your debt is referred to them for additional collection action.

IF YOU FILE A JOINT INCOME TAX RETURN

If you file a joint income tax return, you should contact the Internal Revenue Service before filing your return regarding the steps to take to protect the share of the refund which may be payable to your spouse, who is not a delinquent debtor to the U.S. Government.

FORM NFC-631pg5 Revised 01/17

Figure 36: Form NFC-631, Demand Notice for Payment and Debtor Package (page 5)



TO AVOID REFERRAL TO TREASURY, BFS

You must repay the debt in full within 30 days of this notice or make timely payments equal to the installment amount agreed upon. To repay your debt

- send a check or money order for the full amount of the debt to:

USDA/NFC
Administrative Collections
P.O. Box 790342
St. Louis, MO 63179-0342

- OR submit an electronic payment through PAY.gov at <https://pay.gov>.

Type NFC in the Search box and press **Search** button.

At Search Results for NFC choose form for All NON-IRS Employees Only or IRS Employees Only, by pressing corresponding **Continue to the Form** button.

ADDITIONAL INFORMATION

If you are unable to pay your debt in full, you must contact your former Agency's servicing Human Resources Management Office and agree to a repayment plan that is acceptable. Payments must be made as required in the repayment plan. Please complete the enclosed Repayment Agreement and return it with your payment.

If you have filed for bankruptcy and the automatic stay is in effect you are not subject to offset while the automatic stay is in effect. Please provide copies of your bankruptcy filings to **your former agency**.

If you do not agree that you owe the amount shown, please provide **your former agency** with any evidence to substantiate your claim.

If you make or provide any knowingly false or frivolous statements, representations, or evidence you may be subjected to disciplinary procedures appropriate under 5 U.S.C. Chapter 75, 5CFR. Part 752, or any other statutes or regulations; or penalties under the False Claims Act 31 U.S.C., 3729-3733, or any other applicable statutory authority; or criminal penalties under 18 U.S.C. 286, 287, 1001, and 1002 or any other statutory authority.

Unless prohibited by law or contract, we will promptly refund to you any amounts paid by you or deducted from your payment for your debt which are later waived or found not owed to the United States.

If you have any questions regarding this letter please contact your former Agency's servicing Human Resources Management Office.

FORM NFC-631pg6 01/17

Figure 37: Form NFC-631, Demand Notice for Payment and Debtor Package (page 6)



Exhibit 4: Form NFC-1100, Notice of Overpayment of Salary and Demand for Payment and Debtor Package (Form NFC-1100pg2ALL, Form NFC-1100pg3ALL, Form NFC-1100pg4ALL, and Form NFC-1101)

NOTICE OF OVERPAYMENT OF SALARY AND DEMAND FOR PAYMENT

EMPLOYEE NAME:	AGY - SON:
BILL DATE:	ORG:
DEBTOR NUMBER:	AMOUNT OWED:
BILL NUMBER:	ESTIMATED DEDUCTION AMOUNT:
DUE DATE:	PAY PERIOD TO BEGIN DEDUCTIONS:
	ANNUAL INTEREST RATE:

Dear

According to our records, you have been overpaid a total of . This overpayment occurred due to processed in pay period . This notice has been generated and we intend to deduct approximately from your bi-weekly pay starting in pay period . This estimate is based upon your salary for the last pay period. These deductions will continue every pay period until the debt, accumulated interest and other costs are paid in full. This deduction may be up to 15% of your disposable pay, in accordance with the Debt Collection Improvement Act of 1996.

If you agree that this debt is valid and you wish to have it paid in the manner stated above, no further action is necessary. If you agree that this debt is valid, but prefer to repay in one lump sum, please send your check or money order in the total amount of the bill by the due date of , payable to your agency, along with your signed Repayment Agreement to:

**USDA/National Finance Center
Administrative Collections
P.O. Box 790342
St. Louis, MO 63179-0342**

If you would like to discuss other options for repayment, have any questions, or wish to exercise your rights as listed below, within 30 days from the date of this notice, please contact:

Agency Contact >

As an employee, you have the following rights:

- To inspect and copy the records relating to the debt.
- To enter into a written agreement for a repayment schedule different from that proposed so long as your terms of repayment are agreeable with your agency.
- To request a hearing pursuant to 5 CFR 550.1104, 31 CFR Parts 900 - 903, the Debt Collection Improvement Act of 1996 as amended, and existing agency regulations. The hearing will consider the existence of the debt, the amount of the debt, and/or percentage of disposable pay to be deducted each pay period. The timely filing of a petition for a hearing will suspend collection proceedings.
- To a final decision on the hearing at the earliest practical date, but not later than 60 calendar days after you file your hearing petition.
- To request a waiver of salary overpayment and other applicable allowances under 5 USC 5584, 10 USC 2774, or 32 USC 716. You may also question the amount or validity of a salary overpayment or general debt by submitting a claim to your agency.
- To have any monies paid on or deducted for the debt which are later waived or found not owed to the United States to be promptly refunded to you unless there are applicable contractual or statutory provisions to the contrary.

If you wish to petition for a hearing to dispute the existence or amount of the debt, or the amount of the payroll deduction, you must file a written request for a hearing within 15 calendar days from receipt of this notice. Your request will temporarily suspend collection action. Any knowingly false or frivolous statements, representation, or evidence may subject you to disciplinary procedures under 5 USC Chapter 75, 5 CFR Part 752; penalties under the False Claims Act, 31 USC 3729-3731; or criminal penalties under 18 USC 286, 287, 1001, and 1002.

The Department of Treasury's policy on the assessment and waiver of interest, penalties, and administrative costs can be found in 31 CFR Parts 900 - 904 and 31 USC 3717. These regulations permit the assessment of interest on the outstanding balance if the amount owed is not paid within 30 calendar days from the date of this notice and the assessment of administrative costs on delinquent debts, as well as penalties for each missed payment.

If we do not hear from you within 30 calendar days from the date of this letter, we will begin deductions from your salary as described above.

Administrative Billings and Collections Section

☐

Mail to >

☐

FORM NFC-1100 (Revised 5/16)

Figure 38: Form NFC-1100, Notice of Overpayment of Salary and Demand for Payment and Debtor Package



Exhibit 5: Form NFC-1100TR, Notice of Overpayment of Salary and Demand for Payment and Debtor Package (Form NFC-1100pg2ALL, Form NFC-1100pg3ALL, Form NFC-1100pg4ALL, and Form NFC-1101TR)

NOTICE OF OVERPAYMENT OF SALARY AND DEMAND FOR PAYMENT

EMPLOYEE NAME:	AGY-SON:
BILL DATE:	ORG:
DEBTOR NUMBER:	AMOUNT OWED:
BILL NUMBER:	ESTIMATED DEDUCTION AMOUNT:
	PAY PERIOD TO BEGIN DEDUCTIONS:
	ANNUAL INTEREST RATE:

Dear [REDACTED]

According to our records, you have been overpaid a total of [REDACTED]. This overpayment occurred due to [REDACTED] processed in pay period [REDACTED].

You are required to submit a payment for the full amount of the debt within 30 days of this notice. This debt becomes delinquent 30 days from the date of this notice if you do not submit payment for the full amount of the debt, seek review of this determination of your indebtedness, or enter into an acceptable repayment agreement with your Agency. Failure to timely remit payment in full, or enter into an approved repayment agreement, will result in your debt becoming delinquent. Once delinquent, (see enclosed information on delinquency) we will immediately begin to collect 15% of your disposable pay per pay period through enforced salary offset until the debt is paid in full or otherwise resolved.

If you agree that this debt is valid, and will repay in one lump sum, please send your check or money order in the total amount of the bill within 30 days of this notice, payable to your agency, along with your signed Repayment Agreement to:

**USDA/National Finance Center
Administrative Collections
P.O. Box 790342
St. Louis, MO 63179-0342**

If you would like to discuss other options for repayment, have any questions, or wish to exercise your rights as listed below, within 30 days from the date of this notice, please contact:

Agency Contact >

As an employee, you have the following rights:

- To inspect and copy the records relating to the debt.
- To enter into a written agreement for a repayment schedule different from that proposed so long as your terms of repayment are agreeable with your agency.
- To request a hearing pursuant to 5 CFR 550.1104, 31 CFR Parts 900 - 903, the Debt Collection Improvement Act of 1996 as amended, and existing agency regulations. The hearing will consider the existence of the debt, the amount of the debt, and/or percentage of disposable pay to be deducted each pay period. The timely filing of a petition for a hearing will suspend collection proceedings.
- To a final decision on the hearing at the earliest practical date, but not later than 60 calendar days after you file your hearing petition.
- To request a waiver of salary overpayment and other applicable allowances under 5 USC 5584, 10 USC 2774, or 32 USC 716. You may also question the amount or validity of a salary overpayment or general debt by submitting a claim to your agency.
- To have any monies paid on or deducted for the debt which are later waived or found not owed to the United States to be promptly refunded to you unless there are applicable contractual or statutory provisions to the contrary.

If you wish to petition for a hearing to dispute the existence or amount of the debt, or the amount of the payroll deduction, you must file a written request for a hearing within 15 calendar days from receipt of this notice. Your request will temporarily suspend collection action. Any knowingly false or frivolous statements, representation, or evidence may subject you to disciplinary procedures under 5 USC Chapter 75, 5 CFR Part 752; penalties under the False Claims Act, 31 USC 3729-3731; or criminal penalties under 18 USC 286, 287, 1001, and 1002.

The Department of the Treasury's (Treasury) policy on the assessment and waiver of interest, penalties, and administrative costs can be found in 31 CFR Parts 900 - 904 and 31 USC 3717. These regulations permit the assessment of interest on the outstanding balance if the amount owed is not paid within 30 calendar days from the date of this notice and the assessment of administrative costs on delinquent debts, as well as penalties for each missed payment.

If we do not hear from you within 30 calendar days from the date of this notice, we will begin deductions from your salary as described above.

Administrative Billings and Collections Section

Mail to > [REDACTED]

FORM NFC-1100TR (12/16)

Figure 39: Form NFC-1100TR, Notice of Overpayment of Salary and Demand for Payment and Debtor Package



The Debt Collection Improvement Act of 1996 requires all Federal agencies to refer delinquent administrative non-tax debts over 120 days delinquent to the Department of Treasury, Bureau of the Fiscal Service (BFS) for further enforced collection efforts. The BFS may enforce collection of delinquent debts by reporting information to credit bureaus; referring debts to collection agencies; initiating wage garnishment proceedings and/or salary offset; initiating tax refund offsets; and/or offset of other federal payments such as awards and travel reimbursement and advances, as allowed by law.

Bargaining Unit Employees should refer to their Collective Bargaining Agreement or Master Agreement for specific available rights under their negotiated process.

NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK

Authorization to Convert Your Check: If you send us a check to make your payment, your check will be converted into an electronic fund transfer. Electronic fund transfer is the term used to refer to the process in which we electronically instruct your financial institution to transfer funds from your account to our account, rather than processing your check. By sending your completed, signed check to us, you authorize us to copy your check and to use the account information from your check to make an electronic fund transfer from your account for the same amount as the check. If the electronic fund transfer cannot be processed for technical reasons, you authorize us to process the copy of your check.

Insufficient Funds: The electronic fund transfer from your account will usually occur within 24 hours, which is faster than a check is normally processed. Therefore, make sure there are sufficient funds available in your checking account when you send us your check. If the electronic fund transfer cannot be completed because of insufficient funds, we may try to make the transfer up to two times (and we will charge you a one-time fee of \$20.00, which we will also collect by electronic fund transfer).

Transaction Information: The electronic fund transfer from your account will be on the account statement you receive from your financial institution. However, the transfer may be in a different place on your statement than the place where your checks normally appear. For example, it may appear under other withdrawals or other transactions. You will not receive your original check back from your financial institution. For security reasons, we will destroy your original check, but we will keep a copy of the check for record keeping purposes.

Your Rights: You should contact your financial institution immediately if you believe that the electronic fund transfer reported on your account statement was not properly authorized or is otherwise incorrect. Consumers have protections under a Federal Law called the Electronic Fund Transfer Act for an unauthorized or incorrect electronic fund transfer.

ELECTRONIC PAYMENTS THROUGH PAY.GOV

To make an electronic payment log on to PAY.gov at <https://pay.gov>.

Type NFC in the Search box and press **Search** button.

At Search Results for NFC choose form for All NON-IRS Employees Only or IRS Employees Only, by pressing corresponding **Continue to the Form** button.

FORM NFC-1100pg2ALL (Revised 12/15)

Figure 40: Form NFC-1100pg2ALL, Employee Rights Notice



This debt becomes delinquent 30 days from the original bill date or within 30 days from the date of this notice, if you do not submit payment or enter into an acceptable repayment agreement (you must sign and return the repayment agreement). **Important: If your pay becomes insufficient to cover the payment due through salary deduction, e.g. you enter into a non-pay status or separate from service, it is your responsibility to submit the missed payment to the National Finance Center (NFC) to avoid delinquency. Should your debt become delinquent, it is the policy of this office to:**

- Offset up to 15% of your disposable income from your salary each pay period until paid in full.
- Report this debt to the Department of Treasury (Treasury) for referral to the Bureau of the Fiscal Service (BFS) for additional collection action within 60 days of this notice. Also, an administrative wage garnishment order may be initiated to collect this debt. Interest, penalty and administrative charges will continue to accrue on the unpaid debt, pursuant to 31 U.S.C., sec 3717. If the debt is referred for offset, you will be assessed an additional administrative charge.
- Refer delinquent debts to consumer credit reporting agencies within 60 days of this notice. You may request a review of the status of your account, including any information that is reported to a credit bureau.
- The Debt Collection Improvement Act of 1996 (DCIA) 31 U.S.C. 3720D authorizes Federal agencies to garnish wages of an individual to collect non-tax delinquent debts owed to the U.S. Government. Wage garnishment is a process whereby an employer withholds amounts from an employee's disposable pay and pays those amounts to the employee's creditor in satisfaction of a withholding order.

If your debt is referred to Treasury for additional collection action, the following actions may be taken to enforce collection of this debt:

- Referral of the debt to a private collection agency;
- Referral of the debt to the U.S. Department of Justice or agency counsel for litigation;
- Reporting of the debt, if discharged, to the Internal Revenue Service as potential income.

Once your debt is submitted to TOP, Treasury will reduce or withhold any of your eligible Federal and State payments by the amount of your debt this process; known as offset, is authorized by the Debt Collection Act of 1982 and the Debt Collection Improvement Act of 1996. U.S. Treasury is not required to send you notice before your payment is offset. Payments eligible for offset include:

- Income tax refunds;
- Federal salary, Pay, including military pay;
- Federal retirement, including military retirement pay;
- Contractor/vendor payments;
- Certain Federal Benefit payments, such as Social Security (other than Supplemental Security (SSI)), Railroad Retirement (other than Tier 2), Black Lung (Part B) benefits;
- Other Federal payments, including certain loans to you, which are not exempt from offset; and
- State payments.

Also, an additional administrative charge of at least 28 percent will be added to the subject amount by Treasury if your debt is referred to them for additional collection action.

Before we submit your debt to BFS, we are required to tell you that you have 60 days to (1) inspect and copy our records related to your debt; (2) request an agency review of the determination that you owe this debt; and (3) enter into an acceptable written repayment agreement which is included in this package.

IF YOU FILE A JOINT INCOME TAX RETURN

If you file a joint income tax return, you should contact the Internal Revenue Service before filing your return regarding the steps to take to protect the share of the refund which may be payable to your spouse, who is not a delinquent debtor to the U.S. Government.

Figure 41: Notice of Overpayment of Salary and Demand for Payment (page 3)



TO AVOID REFERRAL TO THE DEPARTMENT OF TREASURY

You must repay the debt in full within 30 days of this notice or make timely payments equal to the installment amount agreed upon. To repay your debt send a check or money order for the full amount of the debt to:

USDA/NFC
Administrative Collections
P.O. Box 790342
St. Louis, MO 63179-0342

ELECTRONIC PAYMENTS THROUGH PAY.GOV

To make an electronic payment log on to PAY.gov at <https://pay.gov>.

Type NFC in the Search box and press **Search** button.

At Search Results for NFC choose form for All NON-IRS Employees Only or IRS Employees Only, by pressing corresponding **Continue to the Form** button.

ADDITIONAL INFORMATION

If you are unable to pay your debt in full, you must contact your Agency's servicing Human Resources Management Office and agree to a repayment plan that is acceptable. Payments must be made as required in the repayment plan. Please complete the enclosed Repayment Agreement and return it with your payment.

If you have filed for bankruptcy and the automatic stay is in effect you are not subject to offset while the automatic stay is in effect. Please notify us of the bankruptcy by sending evidence concerning the bankruptcy to the above address.

If you do not agree that you owe the amount shown, please provide your agency with any evidence to substantiate your claim.

If you make or provide any knowingly false or frivolous statements, representations, or evidence you may be subjected to disciplinary procedures appropriate under 5 U.S.C. Chapter 75, 5CFR, Part 752, or any other statutes or regulations; or penalties under the False Claims Act 31 U.S.C., 3729-3733, or any other applicable statutory authority; or criminal penalties under 18 U.S.C. 286, 287, 1001, and 1002 or any other statutory authority.

Unless prohibited by law or contract, we will promptly refund to you any amounts paid by you or deducted from your payment for your debt which are later waived or found not owed to the United States.

If you have any questions regarding this letter please contact your Agency's servicing Human Resources Management Office.

FORM NFC-1100pg4ALL (12/19)

Figure 42: Notice of Overpayment of Salary and Demand for Payment (page 4)



REPAYMENT AGREEMENT

DEBTOR NUMBER: _____ AMOUNT OWED: _____
 BILL NUMBER: _____ ESTIMATED DEDUCTION AMOUNT: _____
 ANNUAL INTEREST RATE: _____ PAY PERIOD TO BEGIN DEDUCTIONS: _____
 EMPLOYEE NAME: _____

I understand that I owe the amount indicated above. Failure to timely remit payment in full, or enter into an approved repayment agreement, will result in the debt becoming delinquent. I understand that once delinquent, 15% of my disposable pay per pay period through enforced salary offset will immediately begin to collect until the debt is paid in full or otherwise resolved, which will be deducted beginning in the stated pay period. An estimate of this amount is shown above. Deductions will continue until the debt is completely repaid. Additionally, this debt will be reported to Treasury for referral to BFS for additional collection action within 60 days of this notice.

I also understand that if I decide to repay the amount owed by any method other than in a lump sum payment, interest at the rate indicated above will be charged on the unpaid balance every month, until the debt is paid in full.

I choose the following repayment plan (Check one):

1. My lump sum payment in the amount of \$ _____ is enclosed.
 Include on your payment check or money order, your Social Security Number and bill number. Make your check or money order payable to your agency.

2. My lump sum payment in the amount of \$ _____ has been submitted via Pay.gov.

IF YOU HAVE SELECTED OPTION 1 or 2, sign and return the agreement to the following address:
 USDA/National Finance Center, Administrative Collections
 P. O. Box 790342
 St. Louis, MO 63179-0342

3. NFC may deduct from my salary the TOTAL amount owed in the pay period shown above in "Pay Period To Begin Deductions".

4. NFC may deduct from my salary the TOTAL amount owed one pay period prior to the pay period shown above in "Pay Period To Begin Deductions".

5. I do not want to pay it all at once. You may deduct \$ _____ each pay period which is more than 15% of my disposable pay.

IF YOU HAVE SELECTED OPTIONS 3, 4, OR 5 sign and return the agreement to the following address:
 USDA/National Finance Center, Administrative Collections
 P. O. Box 61765
 New Orleans, LA 70161

6. I am unable to pay 15% of my disposable pay because of a financial hardship. You may deduct \$ _____ (not less than \$50) each pay period until the debt is paid in full. This repayment amount has been approved by my employing agency. (Signature of agency approving official is required below.)

IF YOU HAVE SELECTED OPTION 6, sign and return the agreement to your Agency's Human Resources Management Office. The Agency approving official will approve, sign and submit the agreement to the National Finance Center Contact Center.

 EMPLOYEE'S SIGNATURE

 DATE

APPROVING OFFICIAL'S AGREEMENT (REQUIRED FOR OPTION 6 ONLY)

I agree that the employee may repay the amount as prescribed in Option 6 above.

 AGENCY REPRESENTATIVE'S SIGNATURE

 DATE

 PRINT AGENCY REPRESENTATIVE'S NAME AND TITLE

 PHONE

FORM NFC-1101TR (12/16)

Figure 43: Repayment Agreement



The Debt Collection Improvement Act of 1996 requires all Federal agencies to refer delinquent administrative non-tax debts over 120 days delinquent to the Department of Treasury, Bureau of Fiscal Service (BFS) for further enforced collection efforts. The BFS may enforce collection efforts by reporting information to credit bureaus; referring debts to collection agencies; initiating garnishment proceedings and/or salary offset; initiating tax refund offsets; and/or offsetting payments such as awards and travel reimbursement and advances, as allowed by law.

Bargaining Unit Employees should refer to their Collective Bargaining Agreement or Master Agreement for specific available rights under their negotiated process.

Unless other arrangements are made, these withholdings will begin automatically as shown on this notice. If you separate from service before the full amount due is recovered, your final payment will be used to complete recovery of the indebtedness. The remaining amount due will be recovered from any other monies owed to you by the Federal Government, such as advances under the Federal Retirement Systems.

If you do not agree that you owe the amount shown, please provide your agency with any documentation to substantiate your claim.

WAIVER RIGHTS FOR SPECIFIC HIR DEBTS

If this HIR indebtedness is due to the under withholdings of health premiums, you may be eligible for waiver rights in accordance with 5 U.S.C. 5584. For example if you elected to change your status from single to family and only the single rate was deducted or if you changed carriers with a new carrier than your current carrier and the lower rate was deducted, then you are entitled to waiver rights; however, this HIR indebtedness is due to the accumulation of Federal Employee Health Benefits premiums while in a non-pay status you are not entitled to waiver rights.

NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK

Authorization to Convert Your Check: If you send us a check to make your payment, you authorize us to convert it into an electronic fund transfer. Electronic fund transfer is the term used to refer to the process in which we electronically instruct your financial institution to transfer funds from your account to our account, rather than processing your check. By sending your completed, signed check to us, you authorize us to copy your check and to use the account information from your check to make an electronic fund transfer from your account for the same amount as the check. If the electronic fund transfer cannot be processed for technical reasons, you authorize us to process the copy of your check.

Insufficient Funds: The electronic fund transfer from your account will usually occur within one business day, which is faster than a check is normally processed. Therefore, make sure there are sufficient funds available in your checking account when you send us your check. If the electronic fund transfer cannot be completed because of insufficient funds, we may try to make the transfer up to two times. If the transfer still fails, we will charge you a one-time fee of \$20.00, which we will also collect by electronic fund transfer.

Transaction Information: The electronic fund transfer from your account will be on the account statement you receive from your financial institution. However, the transfer may be in a different place on the statement than the place where your checks normally appear. For example, it may appear as a debit, withdrawal or other transaction. You will not receive your original check back from your financial institution. For security reasons, we will destroy your original check, but we will keep a copy of your check for record keeping purposes.

Your Rights: You should contact your financial institution immediately if you believe that the electronic fund transfer reported on your account statement was not properly authorized or is otherwise unauthorized. Consumers have protections under a Federal Law called the Electronic Fund Transfer Act for unauthorized or incorrect electronic fund transfer.

ELECTRONIC PAYMENTS THROUGH PAY.GOV

To make an electronic payment log on to PAY.gov at <https://pay.gov>.

Type NFC in the Search box and press Search button.

At Search Results for NFC choose form for All NON-IRS Employees Only or IRS Employees and press corresponding Continue to the Form button.



This debt becomes delinquent 30 days from the original bill date or within 30 days from the date of this notice, if you fail to make timely payments consistent with the installment amount(s) shown on this Notice of Intent. **Important: If your pay becomes insufficient to cover the payment due through salary deduction, e.g. you enter into a non-pay status or separate from service, it is your responsibility to submit the missed payment to the National Finance Center (NFC) to avoid delinquency. Should your debt become delinquent, it is the policy of this office to:**

- Offset up to 15% of your disposable income from your salary each pay period until paid in full. Once this offset begins, any pre-tax benefit is forfeited.
- Report this debt to the Department of Treasury (Treasury) for referral to the Bureau of the Fiscal Service (BFS) for additional collection action within 60 days of the notice. Also, an administrative wage garnishment order may be initiated to collect this debt. Interest, penalty and administrative charges will continue to accrue on the unpaid debt, pursuant to 31 U.S.C. sec 3717. If the debt is referred for offset, you will be assessed an additional administrative charge.
- Refer delinquent debts to consumer credit reporting agencies within 60 days of this notice. You may request a review of the status of your account, including any information that is reported to a credit bureau.
- The Debt Collection Improvement Act of 1996 (DCIA) 31 U.S.C. 3720D authorizes Federal agencies to garnish wages of an individual to collect non-tax delinquent debts owed to the U.S. Government. Wage garnishment is a process whereby an employer withholds amounts from an employee's disposable pay and pays those amounts to the employee's creditor in satisfaction of a withholding order.

If your debt is referred to Treasury for additional collection action, the following actions may be taken to enforce collection of this debt

- Referral of the debt to a private collection agency;
- Referral of the debt to the U.S. Department of Justice or agency counsel for litigation;
- Reporting of the debt, if discharged, to the Internal Revenue Service as potential income.

Once your debt is submitted to TOP, Treasury will reduce or withhold any of your eligible Federal and State payments by the amount of your debt this process, known as offset, is authorized by the Debt Collection Act of 1982 and the Debt Collection Improvement Act of 1996. U.S. Treasury is not required to send you notice before your payment is offset. Payments eligible for offset include

- Income tax refunds;
- Federal salary, Pay, including military pay;
- Federal retirement, including military retirement pay;
- Contractor/vendor payments;
- Certain Federal Benefit payments, such as Social Security (other than Supplemental Security (SSI)), Railroad Retirement (other than Tier 2), Black Lung (Part B) benefits;
- Other Federal payments, including certain loans to you, which are not exempt from offset; and
- State payments.

Also, an additional administrative charge of at least 28 percent will be added to the subject amount by the Department of Treasury if your debt is referred to them for additional collection action

Before we submit your debt to BFS, we are required to tell you that you have 60 days to (1) inspect and copy our records related to your debt; and (2) request an agency review of the determination that you owe this debt.

IF YOU FILE A JOINT INCOME TAX RETURN

If you file a joint income tax return, you should contact the Internal Revenue Service before filing your return regarding the steps to take to protect the share of the refund which may be payable to your spouse, who is not a delinquent debtor to the U.S. Government.



TO AVOID REFERRAL TO THE DEPARTMENT OF TREASURY

You must repay the debt in full within 30 days of this notice or make timely payments equal to the installment amount agreed upon. To repay your debt, send a check or money order for the full amount of the debt to:

USDA/NFC
Administrative Collections
P.O. Box 790342
St. Louis, MO 63179-0342

ELECTRONIC PAYMENTS THROUGH PAY.GOV

To make an electronic payment log on to PAY.gov at <https://pay.gov>.

Type NFC in the Search box and press **Search** button

At Search Results for NFC choose form for All NON-IRS Employees Only or IRS Employees Only, by pressing corresponding **Continue to the Form** button

ADDITIONAL INFORMATION

If you have filed for bankruptcy and the automatic stay is in effect you are not subject to offset while the automatic stay is in effect. Please notify us of the bankruptcy by sending evidence concerning the bankruptcy to the above address.

If you make or provide any knowingly false or frivolous statements, representations, or evidence you may be subjected to disciplinary procedures appropriate under 5 U.S.C. Chapter 75, 5CFR Part 752, or any other statutes or regulations; or penalties under the False Claims Act 31 U.S.C. 3729-3733, or any other applicable statutory authority; or criminal penalties under 18 U.S.C. 286, 287, 1001, and 1002 or any other statutory authority.

Unless prohibited by law or contract, we will promptly return to you any amounts paid by you or deducted from your payment for your debt which are later waived or found not owed to the United States.

If you have any questions regarding this letter please contact your Agency's servicing Human Resources Management Office.

FORM NFC-8 37pg4ALL (Revised 12/15)

Figure 45: Notice of Intent To Recover Past-Due Health Benefits from Salary (page 4)



Exhibit 7: Form NFC 937TR, Notice of Intent to Recover Past-Due Health Benefits from Salary and Debtor Package (Form NFC-937pg2TR, Form NFC-937pg3ALL, and Form NFC-937pg4ALL)

NOTICE OF INTENT TO RECOVER PAST-DUE HEALTH BENEFITS FROM SALARY



Debtor No: [redacted] **AG:** [redacted] **Employing Office:** [redacted] **Bill No:** [redacted]

Federal Employees Health Benefits (FEHB) Program regulations (section 890.502 of Title 5, Code of Federal Regulations) state that program enrollees are responsible for payment of the employee share of the cost of enrollment for every pay period in which the enrollment continues. The regulations further provide that an employee may elect to continue FEHB coverage while in a non-pay/insufficient pay status if he or she agrees in writing to payment of the resulting debts for missed premiums through (i) direct payments to the agency to keep the payments current or (ii) withholdings from salary upon returning to employment or upon the employee's pay becoming sufficient to cover the premiums. Our records indicate you are indebted for missed FEHB premiums and collection will begin automatically as shown below.

If you agree to pay upon returning to employment or upon your pay becoming sufficient to cover the premiums, the missed FEHB payments become due at the time you return to a sufficient pay status and a payment (equal to one premium) will be collected from your salary each pay period thereafter until the debt is paid in full. **Important: If your pay becomes insufficient to cover the payment due through salary deduction, e.g. you enter into a non-pay status or separate from service, it is your responsibility to submit the missed payment to the National Finance Center (NFC) to avoid delinquency.**

Failure to timely remit payment within 30 days of the payment due date (i.e. official pay date for the pay period in which the premium payment was due) will result in your debt becoming delinquent. Once delinquent, withholdings will begin automatically to collect past due premiums from your disposable pay per pay period until the debt is paid in full or otherwise resolved.

Systemic collection of Health Insurance Receivable (HIR) payments may provide a pretax benefit; however, you do have the right to submit direct payments to NFC for repayment of this debt as well. If you want to remit your payments directly, and/or if your salary becomes insufficient for automatic withholding of the required payment due, check(s) should be made payable to your agency and mailed to:

**USDA, Office of the Chief Financial Officer
National Finance Center, Administrative Collections
P.O. Box 790342
St. Louis, MO 63179-0342**

Your check(s) should be clearly identified FEHB Premiums and enclose a copy of this letter with your payment.

Pay period(s) not covered by withholdings: [redacted]
Total premiums required for these pay periods: [redacted]
Amounts you paid directly to agency: [redacted]
Total amount due to date: [redacted]
Recovery from salary begins on pay period: [redacted]
Installment(s): [redacted]
Last installment: [redacted]



Figure 46: Notice of Intent to Recover Past-Due Health Benefits from Salary and Debtor Package

The Debt Collection Improvement Act of 1996 requires all Federal agencies to refer delinquent administrative non-tax debts over 120 days delinquent to the Department of the Treasury, Bureau of the Fiscal Service (BFS) for further enforced collection efforts. The BFS may enforce collection of delinquent debts by reporting information to credit bureaus; referring debts to collection agencies; initiating wage garnishment proceedings and/or salary offset; initiating tax refund offsets; and/or offset of other federal payments such as awards and travel reimbursement and advances, as allowed by law.

Unless other arrangements are made, these withholdings will begin automatically as shown on page 1 of this notice. If you separate from service before the full amount due is recovered, your final salary payment will be used to complete recovery of the indebtedness. The remaining amount due, if any, will be recovered from any other monies owed to you by the Federal Government, such as amounts payable under the Federal Retirement Systems.

If you do not agree that you owe the amount shown, please provide your agency with any evidence to substantiate your claim.

NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK

Authorization to Convert Your Check: If you send us a check to make your payment, your check will be converted into an electronic fund transfer. Electronic fund transfer is the term used to refer to the process in which we electronically instruct your financial institution to transfer funds from your account to our account, rather than processing your check. By sending your completed, signed check to us, you authorize us to copy your check and to use the account information from your check to make an electronic fund transfer from your account for the same amount as the check. If the electronic fund transfer cannot be processed for technical reasons, you authorize us to process the copy of your check.

Insufficient Funds: The electronic fund transfer from your account will usually occur within 24 hours, which is faster than a check is normally processed. Therefore, make sure there are sufficient funds available in your checking account when you send us your check. If the electronic fund transfer cannot be completed because of insufficient funds, we may try to make the transfer up to two times (and we will charge you a one-time fee of \$20.00, which we will also collect by electronic fund transfer).

Transaction Information: The electronic fund transfer from your account will be on the account statement you receive from your financial institution. However, the transfer may be in a different place on your statement than the place where your checks normally appear. For example, it may appear under other withdrawals or other transactions. You will not receive your original check back from your financial institution. For security reasons, we will destroy your original check, but we will keep a copy of the check for record keeping purposes.

Your Rights: You should contact your financial institution immediately if you believe that the electronic fund transfer reported on your account statement was not properly authorized or is otherwise incorrect. Consumers have protections under a Federal Law called the Electronic Fund Transfer Act for an unauthorized or incorrect electronic fund transfer.

ELECTRONIC PAYMENTS THROUGH PAY.GOV

To make an electronic payment log on to PAY.gov at <https://pay.gov>.

Type NFC in the Search box and press **Search** button.

At Search Results for NFC choose form for All NON-IRS Employees Only or IRS Employees Only, by pressing corresponding **Continue to the Form** button.

Figure 47: Notice of Intent to Recover Past-Due Health Benefits from Salary and Debtor Package (page 2)



This debt becomes delinquent 30 days from the original bill date or within 30 days from the date of this notice, if you fail to make timely payments consistent with the installment amount(s) shown on this Notice of Intent. **Important: If your pay becomes insufficient to cover the payment due through salary deduction, e.g. you enter into a non-pay status or separate from service, it is your responsibility to submit the missed payment to the National Finance Center (NFC) to avoid delinquency. Should your debt become delinquent, it is the policy of this office to:**

- Offset up to 15% of your disposable income from your salary each pay period until paid in full. Once this offset begins, any pre-tax benefit is forfeited.
- Report this debt to the Department of Treasury (Treasury) for referral to the Bureau of the Fiscal Service (BFS) for additional collection action within 60 days of the notice. Also, an administrative wage garnishment order may be initiated to collect this debt. Interest, penalty and administrative charges will continue to accrue on the unpaid debt, pursuant to 31 U.S.C. sec 3717. If the debt is referred for offset, you will be assessed an additional administrative charge.
- Refer delinquent debts to consumer credit reporting agencies within 60 days of this notice. You may request a review of the status of your account, including any information that is reported to a credit bureau.
- The Debt Collection Improvement Act of 1996 (DCIA) 31 U.S.C. 3720D authorizes Federal agencies to garnish wages of an individual to collect non-tax delinquent debts owed to the U.S. Government. Wage garnishment is a process whereby an employer withholds amounts from an employee's disposable pay and pays those amounts to the employee's creditor in satisfaction of a withholding order.

If your debt is referred to Treasury for additional collection action, the following actions may be taken to enforce collection of this debt

- Referral of the debt to a private collection agency;
- Referral of the debt to the U.S. Department of Justice or agency counsel for litigation;
- Reporting of the debt, if discharged, to the Internal Revenue Service as potential income.

Once your debt is submitted to TOP, Treasury will reduce or withhold any of your eligible Federal and State payments by the amount of your debt this process; known as offset, is authorized by the Debt Collection Act of 1982 and the Debt Collection Improvement Act of 1996. U.S. Treasury is not required to send you notice before your payment is offset. Payments eligible for offset include:

- Income tax refunds;
- Federal salary, Pay, including military pay;
- Federal retirement, including military retirement pay;
- Contractor/vendor payments;
- Certain Federal Benefit payments, such as Social Security (other than Supplemental Security (SSI)), Railroad Retirement (other than Tier 2), Black Lung (Part B) benefits;
- Other Federal payments, including certain loans to you, which are not exempt from offset; and
- State payments.

Also, an additional administrative charge of at least 28 percent will be added to the subject amount by the Department of Treasury if your debt is referred to them for additional collection action.

Before we submit your debt to BFS, we are required to tell you that you have 60 days to (1) inspect and copy our records related to your debt; and (2) request an agency review of the determination that you owe this debt.

IF YOU FILE A JOINT INCOME TAX RETURN

If you file a joint income tax return, you should contact the Internal Revenue Service before filing your return regarding the steps to take to protect the share of the refund which may be payable to your spouse, who is not a delinquent debtor to the U.S. Government.

FORM NFC-937pg3ALL (Revised 09/11)

Figure 48: Notice of Intent to Recover Past-Due Health Benefits from Salary and Debtor Package (page 3)



USDA/NFC
Administrative Collections
P.O. Box 790342
St. Louis, MO 63179-0342

ELECTRONIC PAYMENTS THROUGH PAY.GOV

To make an electronic payment log on to PAY.gov at <https://pay.gov>.

Type NFC in the Search box and press **Search** button.

At Search Results for NFC choose form for All NON-IRS Employees Only or IRS Employees Only, by pressing corresponding **Continue to the Form** button.

ADDITIONAL INFORMATION

If you have filed for bankruptcy and the automatic stay is in effect you are not subject to offset while the automatic stay is in effect. Please notify us of the bankruptcy by sending evidence concerning the bankruptcy to the above address.

If you make or provide any knowingly false or frivolous statements, representations, or evidence you may be subjected to disciplinary procedures appropriate under 5 U.S.C. Chapter 75, 5CFR. Part 752, or any other statutes or regulations; or penalties under the False Claims Act 31 U.S.C., 3729-3733, or any other applicable statutory authority; or criminal penalties under 18 U.S.C. 286, 287, 1001, and 1002 or any other statutory authority.

Unless prohibited by law or contract, we will promptly return to you any amounts paid by you or deducted from your payment for your debt which are later waived or found not owed to the United States.

If you have any questions regarding this notice please contact your Agency's servicing Human Resources Management Office.

FORM NFC-937pg4ALL Revised 12/15)

Figure 49: Notice of Intent to Recover Past-Due Health Benefits from Salary and Debtor Package (page 4)



Exhibit 8: Lien Letter

	U.S. Department of Agriculture National Finance Center Administrative Billings and Collections Section P.O. Box 61765, New Orleans, LA 70161
Date	
Office of Personnel Management Employees Service and Record Center P.O. Box 45 Boyers, Pennsylvania 16017	
Gentlemen:	
Please withhold processing refund to the following employee. We became aware of the indebtedness in the amount of «DebtAmt» after the Standard Form 2806, Individual Retirement Record, had been submitted.	
Personnel Office I.D.#:	12-40-0001
Name:	«EmpName»
SSN:	«EmpSSN»
DOB:	«EmpDOB»
Separation Date:	«SepDate»
Retirement Code:	«RetCode»
OPM Register #:	«OPMRegNo»
Agency:	«AgencyName»
Reason:	«DebtReason»
Necessary documents and certification will follow after the employee has been given due process.	
«ClerkName», Accounting Technician Administrative Billings and Collections Section	

Figure 50: Lien Letter



Exhibit 9: Report ABCO6I01, Status of Debtor Accounts

REPORT NO. ABCO6I01		USDA-WPC				PAGE 1		
DATE PREPARED >>>>>>>>		ADMINISTRATIVE BILLINGS AND COLLECTIONS				SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED		
AGENCY: 16		STATUS OF DEBTOR ACCOUNTS				U.S. DEPARTMENT OF AGRICULTURE		
DEBTOR NUMBER	SYS DEBTOR NAME	BILL NO	ACTY	BILL AMOUNT	COLLECT AMOUNT	DATE	AMOUNT DUE	AGE
		16		9,406.44	9,406.44	02/01/09		0024
		16		503.56	503.56	02/05/09		0022
					TOTAL FOR DEBTOR		.00	
		16		1,652.41	.93	02/22/06	1,652.38	1322
		16		288.80	.08	00/06/00	288.00	0722
		16		23,569.58	.00	10/23/08	23,569.58	0134
		16		17,640.00	.00	10/23/08	17,640.00	0134
					TOTAL FOR DEBTOR		41,289.58	
		16		5,607.97	5,607.97	01/27/09		0031
		16		483.00	483.00	02/04/09		0023
		16		42,244.00	42,244.00	02/03/09		0024
					TOTAL FOR DEBTOR		.00	
		16		915.83	915.83	02/25/09		0002
		16		11,926.48	11,926.48	02/11/09		0016
		16		3,088.53	3,088.53	02/11/09		0016
		16		1,862.67	1,862.67	02/11/09		0016
		16		4,936.71	4,936.71	02/11/09		0016
		16		3,618.26	3,618.26	02/11/09		0016
					TOTAL FOR DEBTOR		.00	
		16		1,991.50	1,991.50	02/11/09		0016
		16		2,299.50	2,299.50	02/11/09		0016
		16		2,521.75	2,521.75	02/11/09		0016
		16		3,255.27	3,255.27	02/11/09		0016
		16		2,860.00	2,860.00	02/11/09		0016
		16		2,112.50	2,112.50	02/11/09		0016
		16		1,733.94	1,733.94	02/11/09		0016
		16		2,149.58	2,149.58	02/11/09		0016
		16		5,646.66	5,646.66	02/11/09		0016
		16		2,940.80	2,940.80	02/11/09		0016
					TOTAL FOR DEBTOR		.00	
		16		1,698.80	1,698.80	02/15/09		0008
		16		1,855.85	1,855.85	02/15/09		0008
		16		4,283.31	4,283.31	02/15/09		0008
		16		2,904.40	2,904.40	02/15/09		0008
		16		2,443.11	2,443.11	02/15/09		0008
		16		2,982.38	2,982.38	02/15/09		0008
		16		3,147.70	3,147.70	02/15/09		0008
					TOTAL FOR DEBTOR		.00	

Figure 51: Report ABCO6I01, Status of Debtor Accounts



Exhibit 11: ABCO Bill Reference Guide

ABCO Bill Reference Guide	
Deciphering the Bill Number and Billing References	Examples
Location of 1 or 2 in the bill number for system generated bills	
<ul style="list-style-type: none"> If there is a "1" in the 4th position of the bill number - This indicates the bill is a FEHB Bill 	5 23 1 0 66 04
<ul style="list-style-type: none"> If there is a "2" in the 4th position of the bill number - This indicates the bill is an ADIP Bill (salary overpayment) 	5 23 2 0 66 04
These can be viewed on the ABCO Receivable Record Screen	
Location and position on the Payment Reference for system generated bills	
<u>ADIP bills</u>	
<ul style="list-style-type: none"> If there is a "Y" in the 1st position of the Payment Reference This indicates the bill was generated from a Bill for a Corrected T&A 	Y N N P U 1 1 0 0 1 0 0
<ul style="list-style-type: none"> If there is a "Y" in the 2nd position of the Payment Reference This indicates the bill was generated from a Supplemental T&A 	N Y N N P U 1 1 0 0 1 0 0
<ul style="list-style-type: none"> If there is a "Y" in the 3rd position of the Payment Reference This indicates the bill was generated from a Corrected or Late Personnel Action 	N N Y N P U 1 1 0 0 1 0 0
<ul style="list-style-type: none"> If there is a "Y" in the 4th position of the Payment Reference This indicates the bill was generated from an RFC 29, Pay Adjustment Document 	N N N Y P U 1 1 0 0 1 0 0
<u>FEHB bills</u>	
<ul style="list-style-type: none"> What is located in the 1st and 2nd position of the Payment Reference This indicates the debtor's Agency 	QQ11001013010101QQ2610
<ul style="list-style-type: none"> What is located in 3rd through the 16th position of the Payment Reference This indicates the debtor's T&A contact point 	QQ 1 1 0 0 1 0 1 3 0 1 0 1 0 1 QQ2610
<ul style="list-style-type: none"> What is located in the 17th and 18th position of the Payment Reference This indicates the debtor's Agency 	QQ11001013010101 QQ 2610
<ul style="list-style-type: none"> What is located in positions 19 through 22 of the Payment Reference This indicates the billing pay periods 	QQ11001013010101QQ 2 6 1 0
These can be viewed on the 2nd page of the ABCO Receivable Record (S) Screen	
Characteristics of other bill types	
<ul style="list-style-type: none"> There is a "ML" in 5th and 6th position of the bill number - 	A voluntary Military Service Deposit buy back
<ul style="list-style-type: none"> There is a "OW" in 5th and 6th position of the bill number - 	OWCP (workers' compensation) bill
<ul style="list-style-type: none"> There is a "VL" in 5th and 6th position of the bill number - Other than a Military Service Deposit buy back 	A voluntary leave buy back
<ul style="list-style-type: none"> There is a "W" in 5th position of the bill number - 	A manual Bill that impacts the W2
<ul style="list-style-type: none"> There is a "X" in front of the bill number - 	Indicates an "X" bill **
<ul style="list-style-type: none"> There is a "61" after the debtor number - 	Indicates a "relocation" travel Bill
<ul style="list-style-type: none"> The bill number where the 1st position is the billing year indicator the 2nd, 3rd and 4th positions comprise the Julian date 	Indicates a voluntary collection bill such as jury duty or travel advance refund
** Internal process for recording a collection for a bill that was written-off as currently not collectible (CNC)	

Figure 53: ABCO Bill Reference Guide



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