



Memorandum (Form)

(Sample Memorandum Requesting Salary Offset)

Date: _____

From: Chief, Accounting Branch, FDA

Subject: Salary Offset Request - Emergency Employee Payment Not Repaid

To: Division of Personnel and Pay Systems
Payroll Accounting Group - Room 1000
330 Independence Avenue, S.W.
Washington, D.C. 20201
ATTN: Reconciliation Team

We are requesting your assistance in collecting the following employee debt via salary/ retirement offset.

Employee's Name

Social Security No.	Time Keeper Number
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I certify that this is a valid debt and that the precise amount of the debt owed is \$_____ through _____. It consists of \$_____ principal, \$_____ interest, \$_____ administrative cost, and a 6% penalty of \$_____. (Payroll's administrative cost charges are not included in these amounts.)

Attached are copies of the documentation of the debt (*travel advances, vouchers, etc.*)

Amount to be Withheld (*Check only one*)

- The amount to be withheld each pay period is 15 percent of disposable pay until the full amount is recovered.
- The amount to be withheld each pay period is \$_____ as the employee agreed to this amount, in writing (copy of employee consent is attached.) Deduct this amount for ___ pay periods, and deduct \$_____ the last pay period.
- The amount to be withheld is the full amount of the debt from the employee's last pay and/or lump sum leave payment as the employee is leaving Government service.

The legislative and regulatory source of authority for administrative offset is the Debt Collection Act of 1982 (P.L. 97-365) at 31 U.S.C. 3716; 5 U.S.C. 5514, as implemented by 45 CFR 30.15.

I certify that the employee has been notified in writing of the debt and his due process rights. See attached demand letter, including notification of pending offset action. The employee never responded or the debt has been ruled valid and correct , after review.

CAN Number	Agency Location Code	Appropriation
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Mailing Address for SF 1081

Comments

For further information, please contact _____ on _____ .

Raymond Chin
Director, Division of Accounting

Attachment(s)

cc: Servicing Personnel Office - Employee Record