

PROCEDURE REFERENCE: RD Instruction 1951-C

PURPOSE: Employee's written agreement for a different repayment schedule.

EMPLOYEE'S NOTICE TO THE AGENCY REQUESTING A DIFFERENT REPAYMENT SCHEDULE

(Use Agency Letterhead)

(Insert Borrower's Name and Address)

Dear _____:

I, _____, (name of employee), agree to have \$_____ (amount employee wants withheld) withheld from my salary per pay period. This amount exceeds 15 percent of my disposable pay per pay period which is \$_____ (15 percent of disposable pay per pay period). If the amount is less than 15 percent, it is based on the following reasons:

(list reasons)

(Employee's signature)

(Date)

_____ Accepted

_____ Rejected

(Certifying Official)

(Date)

Attachment(s): Form AD-343
RD Form Letter 1951-C-6 (for other federal employees)

cc: Debtor's case file for delinquent loans. For other debts, copy to "For Official Use Only" file.