PROCEDURE REFERENCE : FmHA Instruction 1951-C

PURPOSE : Used to notify Finance Office when an account should not have been offset and a refund is requested.

UNITED STATES DEPARTMENT OF AGRICULTURE
FARMERS HOME ADMINISTRATION

(Location)

Attn: Account Settlement Unit
(Mail Code FC340C3)
Finance Office

$(amount) was recently offset from the (Federal payment, salary or IRS tax refund) due (borrower's name and case number). That amount was $(amount up to total amount offset) in excess of the amount that should have been offset. The reason the amount offset was excessive is

Please generate a check for the refund amount to be forwarded to this office, and adjust the borrower's account accordingly.

Signature of Certifying Official
Date
State and County Code

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

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