

PROCEDURE REFERENCE

: FmHA Instruction 1951-C

PURPOSE

: Used to notify employee of salary
offset from another federal agency.

UNITED STATES DEPARTMENT OF AGRICULTURE
FARMERS HOME ADMINISTRATION
(Location)

(Inside address)

Dear _____:

You have been identified by the Department of _____ as
(delinquent, indebted) to that department for _____. They
have asked us to withhold (15 percent of your disposable pay or stated
amount) each pay period to offset the (delinquency, indebtedness). The
National Finance Center will begin withholding during pay period _____
and continue deductions until the total amount has been collected.

This salary offset has been taken in accordance with the Debt Collection
Act of 1982 and the Department of Agriculture's Salary Offset Regulations.
If you have any questions or concerns regarding this action, you should
contact the appropriate officials at the Department of _____ for
further information.

Sincerely,

Certifying Official

cc: Employee's "For Official Use Only" file.