

# **CROSS-SERVICING IMPLEMENTATION GUIDE**

**Financial Management Service  
Debt Management Services (DMS)  
Revised August 2008**

### ***Purpose***

The purpose of this document is to provide guidance to agencies on the Financial Management Service, Debt Management Services (DMS) cross-servicing requirements. It will assist agencies in implementing the cross-servicing requirement that all debts over 180 days delinquent be transferred to the Department of the Treasury, in accordance with the requirements of the Debt Collection Improvement Act of 1996 (DCIA). It contains general information on the DCIA itself, how DMS collects agency debts, as well as what an agency needs to do to submit its debts for cross-servicing. Copies of both the DCIA and the forms included in this document are available at our website at <http://www.fms.treas.gov/debt/crosserv.html#CrossServicingForms>. Reports providing information about referred debts are available via FedDebt.

### ***Distribution of Functions***

#### ***Customer Relations Branch***

Provides the following agency services:

- Agency Liaison
- General Information/Collection Guidance
- Financial Analysis/Case Reconciliation Reports
- Negotiating Letters of Agreement
- Responding to questions regarding debt referral file format
- Point of contact regarding the rejection of debt referral files

**Branch Manager:** J. Scott Spell

**Contact Information:** 1-800-858-0725 or [FedDebt.Questions@FMS.Treas.Gov](mailto:FedDebt.Questions@FMS.Treas.Gov)

#### ***Debt Services Support Branch***

The FedDebt Financial Team is responsible for:

- Fielding agency questions regarding the receipt and posting of payments
- Assisting agencies in manually posting payments
- Placing accounts on and removing them from the suspense list
- Processing manual payment reversals

**Branch Manager:** Millie Stanley

**Contact Information:** [FedDebt.Financial.Team@FMS.Treas.Gov](mailto:FedDebt.Financial.Team@FMS.Treas.Gov)

#### ***Debt Resolution Branch***

Responsible for a multitude of functions, including:

- Assisting agencies with on-line debt referral
- Processing disputes

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### ***Debt Resolution Branch cont.***

- Working directly with debtors to establish payment agreements
- Providing debtors with account information
- Processing bankruptcies and concurrences for debts located at DMS

**Branch Manager:** Sally Tidwell

**Contact Information:** 1-888-826-3127

### ***Data Processing Branch***

The agency's point of contact for the following issues related to debt referral files:

- Electronic file transmission
- Creditor agency processed file status

**Branch Manager:** Scott Smith

**Contact Information:** [BDMOCOoperator@FMS.Treas.Gov](mailto:BDMOCOoperator@FMS.Treas.Gov)

### ***Private Collection Branch***

Point of contact for the following Private Collection Agency (PCA)-related functions

- Managing the PCA Contract
- Financial transactions occurring while an account is located at the PCA
- Administrative resolutions that are initiated while an account is located at the PCA
- Administrative Wage Garnishment (AWG)

**Branch Manager:** Richard Burnham

**PCA Contract Team:** Anita Triantafilledes

**PCA Relations Team:** Jennifer Plant

**PCA Monitoring Team:** Phyllis Brown

**PCA Financials Team:** Anita Triantafilledes

**Contact Information:** 202-874-8700

**PCA Liaison:** Ann Pavelek

**Contact Information:** 724-794-1337

### ***Conferences and Agency Education Branch***

Responsible for functions related to conferences and training including:

- Facilitating conferences involving DMS.
- Processing for agency requests for training both internal and external to Treasury

**Branch Manager:** Shirley Williams-Jefferson

**Contact Information:** (202) 874-8580

***Distribution of Functions cont.***

***Agency Liaison Branch***

Provides assistance to the creditor agency's on various matters pertaining to debt collection policy

- Subject matter experts on the Treasury Report on Receivables
- Contact for creditor agency's Chief Financial Officer

**Branch Manager:** Terrence Prince

**Contact Information:** 202-874-9051

***FMS Help Desk***

Assists the agencies on technical issues such as:

- Assigning temporary passwords
- Resetting passwords
- Unlocking user accounts (resulting from an excessive number of failed login attempts)

**Contact Information:** 202-874-HELP (4357)

## ***Steps for Administering Cross-Servicing***

- 1. Statutory requirements***
- 2. The DMS collection process***
- 3. Notices to debtor***
- 4. Letter of Agreement***
- 5. Agency Profile Form***
- 6. Certification***
- 7. Data formats and transmissions***
- 8. Basis for Debt Rejection***
- 9. Reporting Results***

***Step 1***  
***Statutory Requirements***

***The Requirements for Cross-Servicing Under the Debt Collection Improvement Act of 1996***

- The President signed the Debt Collection Improvement Act of 1996 into law on April 26, 1996. It became effective immediately.
- The DCIA requires agencies to transfer a debt or claim that has been delinquent 180 days or more to Treasury for collection, with the following exemptions:
  - The debt is in litigation, meaning that the debt has been referred to the Department of Justice, a complaint has been filed, or a notice of default has been issued.
  - The debt will be disposed of in an asset sales program within 1 year after becoming eligible for sale, or later than 1 year if consistent with an OMB/Treasury approved asset sales program. The debt is at a private collection agency for a period of time established by Treasury.
  - The debt has been referred to a Federal debt collection center designated by Treasury. (Policies, procedures, and standards for becoming a debt collection center are available on the FMS Internet home page).
  - The debt will be collected by internal offset within 3 years of delinquency.

A specific class of debt may be exempted upon application to the Secretary of the Treasury. No such exemptions have been approved to date. Once a debt comes out of an excluded status, the debt will be transferred to Treasury within 30 days.

***The Requirements for Cross-Servicing Under the Debt Collection Improvement Act of 1996***

- Transfer has been defined to mean “mandatory” referral. It does not change the status of the debt as a receivable on the referring agency’s books.
- The following are debts excluded from referral to cross-servicing:
  - That are in bankruptcy, since collection of such debts must be pursued through the courts;
  - Which Federal agencies or foreign governments owe, since the DCIA does not apply to these types of debts.
  - Which are in an administrative appeals process until the process is completed and the amount set.
  - Which are in foreclosure until the process is completed and the amount set.
- Further, DMS is not accepting the following debts:
  - Less than \$100 without a taxpayer identification number. (Please note that these debts are highly uncollectible and are only eligible for a Treasury letter. Agencies are encouraged to terminate collection of these debts given they have made reasonable attempts to collect. Agencies may justify termination as the cost to collect exceeds anticipated collections).
  - Of deceased debtors, since collection of these debts is doubtful at best. A proof of claim should be filed with the estate.

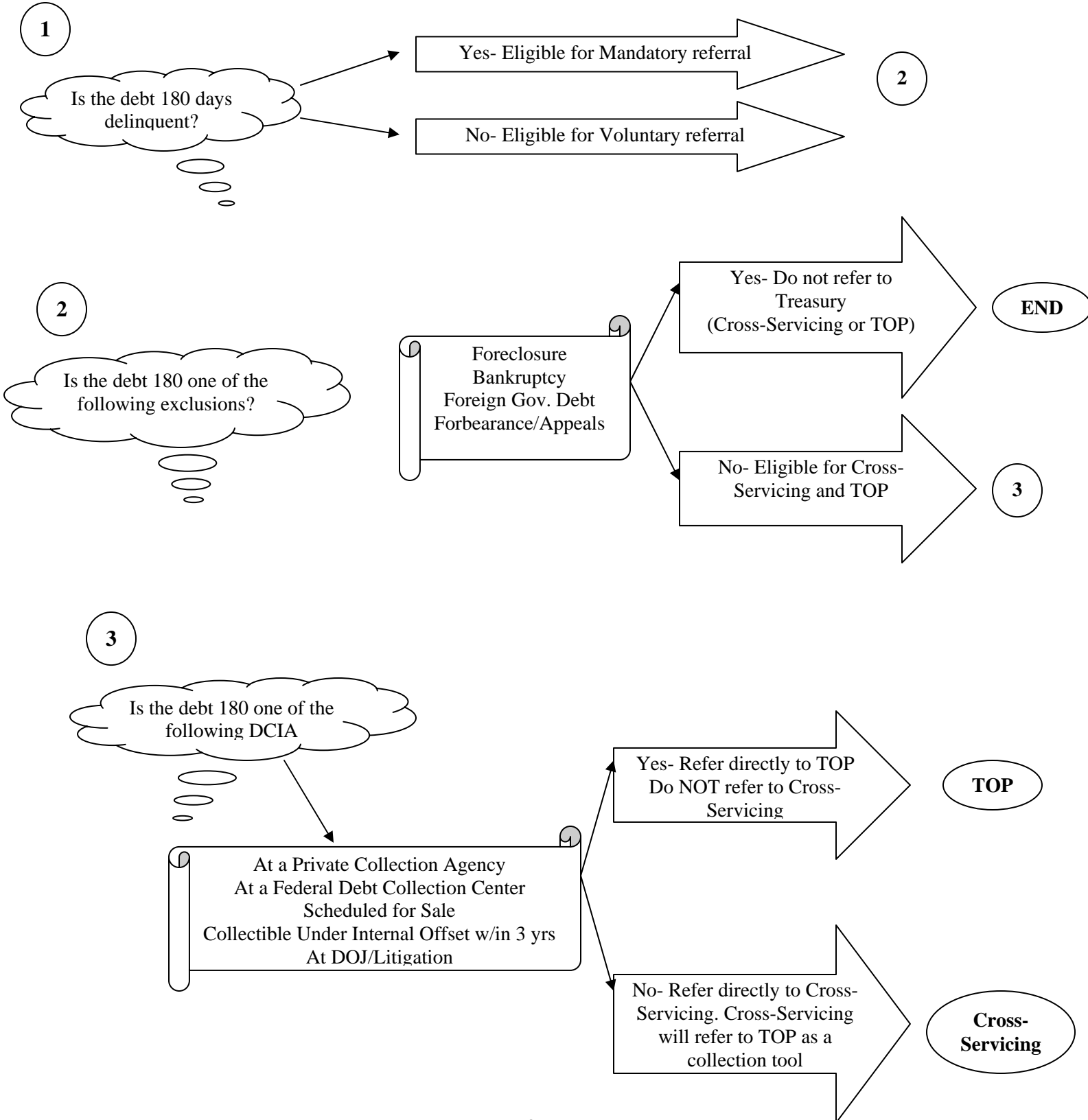
DMS is accepting debts owed by state and local governments.

- Referral of debt for the Treasury Offset Program does not satisfy the cross-servicing requirement. As the following graphic shows, they are two distinct requirements. As the cross-servicing provider, DMS will put debts into offset as a collection tool; however, TOP does not refer debts for cross-servicing.



***What do I do with my delinquent debt?***

Agency Questions



***Step 2***  
***The DMS Collection Process***

## ***The DMS Collection Process***

### ***Collection Process:***

DMS has established standard processes for accepting and collecting debts. These processes are consistent with government-wide and Treasury requirements. The account referral process is detailed in steps 4 through 8 of this document.

The standard collection process is detailed below:

- ***Demand Letter.*** DMS will send out a standard demand letter, on Treasury letterhead within 5 days after acceptance of an account. The demand letter gives the debtor 10 days to respond.
- ***Phone Calls.*** DMS will begin making phone calls 10 days after the date of the demand letter, depending upon the amount of the debt.
- ***Credit Bureau Reporting.*** This begins 60 days after a consumer debt is referred and 30 days after a commercial account. The reason for the delay is to ensure that a consumer debtor has the full 60 days from when the demand letter was mailed to make payment.
- ***Offset.*** Twenty days after the date of the demand letter, the debt will be routed into the Treasury Offset Program. It may stay in the Treasury Offset Program until the time for collection by Offset expires (generally 10 years), or for a period of time specified by the creditor agency.
- ***Collection Agencies.*** Thirty days (or fifteen days if no phone number for the debtor has been provided) after the date of the demand letter, the debt will be referred to a private collection agency (PCA). A debt may be referred to two PCAs, each PCA will service the debt for a period of 270 days. Treasury has a government-wide contract in place and all referrals will be made to the Treasury contractors. The PCAs will be paid on their collections only. The PCAs are evaluated, and based on their performance may receive monetary bonus' or additional accounts.
- ***Department of Justice.*** DMS may recommend, and upon agency concurrence refer debts to the Department of Justice (DOJ). DMS will prepare the Claims Collection Litigation Report (CCLR) and monitor case progress while at DOJ.

Until a debt is referred to a private collection agency, DMS is actively pursuing collection, including purchasing credit reports, skip tracing, and negotiating compromise or repayment plans. Compromise and repayment plans will be negotiated within the parameters set by the agency in the Agency Profile Form (APF) (see Step 5).

### ***The DMS Collection Process***

Once a debt is returned from a PCA, and all collection efforts are completed, DMS may:

- Recommend referral to the Department of Justice,
- Recommend that the debt be written off;
- Prepare IRS Form 1099-C on behalf of the creditor agency if so instructed in the agency profile;
- Leave the debt in TOP for passive collection.

An agency may recall a debt or adjust a debt amount at any time. However, the agency will owe the DMS fee on collections received on recalled debts after the Treasury demand letter has been sent. An agency should send recalls, with a reason for the recall, as well as adjustments, to the Debt Resolution Branch or process them on-line via FedDebt.

Further information on what DMS does to collect a debt is contained in the Letter of Agreement (Step 4)

#### ***Fees:***

Fees are deducted from collections, with the agency receiving collections less fees. An agency may elect, in the Agency Profile Form (see Step 5), to have DMS not add its fee; however, this does not affect whether DMS receives its fee, only whether DMS adds its fee to the amount of the referred debt. At the time a debt is referred, DMS adds a fee to the debt based on its age. Any debt that is delinquent by 2 years or more will be assessed a fee equal 30% of the total payment received. Debts less than 2 years delinquent will continue to be assessed a 28% fee of the total payment received. The Treasury Offset Program assesses a fee of \$17 for each offset that is collected against payments issued by Federal government agencies. The Department of Justice will assess a fee equal to 3% of the collection amount on payments received after an account has been referred to DOJ for collection. FMS will assess an additional fee equal to 28% or 30% of the payment received, depending upon the age of the debt.

***Step 3***  
***Notices to Debtors***

### *Notices to Debtors*

As explained in the previous section, DMS sends one demand letter to debtors, within 5 days of debt receipt. DMS relies on the referring agencies to provide at least one due process notice to debtors and to certify to this effect at the time debts are referred for collection (see Step 6). In addition, DMS relies on the agencies to ensure that they have covered the possibility that they will refer debts to Treasury, whether for offset or collection, in their system of records notices. Each agency should work with its Privacy Act or disclosure offices to ensure that the system of records notices are current.

Prior to referring debts to Treasury, an agency **must** inform the debtor of the amount and nature of the debt (such as overpayment, etc.), and actions which may be taken to enforce recovery of a delinquent debt. **These include:**

- offset of any payments, which the debtor is due, including tax refunds, and salary.
- referral of the debt to a private collection agency.
- referral of the debt to the Department of Justice or agency counsel for litigation.
- reporting of the debt to a credit bureau.
- reporting of the debt, if discharged, to IRS as potential taxable income.
- administrative wage garnishment.

In the future, the agency will also need to inform the debtor that his/her identity may be published or publicly disseminated, and/or the debt may be sold to a third party.

The notice must tell the debtor that he/she has the:

- opportunity to inspect and copy records relating to the debt;
- opportunity for a review within the agency; and
- opportunity to enter into a written repayment agreement.

*Notices to Debtors*

An agency is not required to restate these rights, if already provided to the debtor, prior to sending an account for cross-servicing. However, the agency may find it effective to send a final notice to the debtor telling of the agency's intent to refer the debt to Treasury for collection unless repaid within a given period of time after the notice is sent. The agency will send such notice to the last known address. There is no requirement that the notice be sent certified mail, unless such requirement exists in the agency's own statutes or regulations. If the notice is returned due to a bad address, the agency needs to file the notice, envelope and letter, as proof that the agency attempted notice. The agency can still certify (see Step 6) that it has provided notice.

If DMS determines that additional notice is needed once a debt is referred, then it will provide such notice.

DMS Staff will work with you to ensure that you have provided your due process notices and will be happy to review any system of records notices for adequacy.

***Step 4***  
***Letter of Agreement (LOA)***



*The Letter of Agreement (LOA)*

- Is a standard agreement for all agencies. Differences which FMS and the agency agree to will be detailed in an addendum to the main document. Each agency needs to review the standard agreement and contact the DMS agency liaison to discuss changes to be incorporated into the addendum and to provide agency names and points of contact for the LOA.
- Details the terms and conditions of the cross-servicing arrangement agreed to by your agency and DMS.
- Contains 3 attachments for your information:
  1. The Agency Profile Form
  2. The Agency Certification
  3. The Electronic Transmission Format

A detailed discussion of each of these attachments is contained in this guide (Steps 5, 6, and 7 respectively).

- Is sent to and signed by an official with the authority to bind the organization at the department, agency, or office level as determined by the creditor agency. Each department or agency must determine at what level the LOA will be signed.
- Is returned by the signatory agency to FMS' Office of the Assistant Commissioner or the designated DMS Cross- Servicing Liaison. The agency may include the initial Agency Profile Form (Attachment A) with the signed LOA, which will in turn, be forwarded to DMS Cross-Servicing Liaison for processing. Alternatively, the agency may wait and submit the required Profile Form and Debt Certification to their designated liaison when initiating file format testing and debt referral process.

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October 24, 2007

John A. Jones  
Chief Financial Officer  
Federal Program Agency  
123 Any Street  
Washington, DC 20227

Dear Mr. Jones:

This letter is in regard to the Financial Management Service (FMS) providing debt collection services on behalf of the **Federal Program Agency (FPA)**. These services will be provided in accordance with 31 U.S.C. § 3701 *et seq.*, as amended by the Debt Collection Improvement Act of 1996, to collect delinquent FPA debt.

The **FPA**:

- authorizes FMS to take all appropriate action to enforce collection of accounts referred to FMS, in accordance with applicable statutory and regulatory requirements, and agrees to advise FMS with respect to any statutory and regulatory provisions that uniquely affect **FPA** debt collection activities.
- will stop its own efforts to collect on accounts referred to FMS for debt collection services.
- will complete the Agency Profile form attached to this letter as **Enclosure 1** for **FPA** and for each distinct **FPA** program with specific debt collection requirements.
- will provide FMS with accurate, appropriate data, in a mutually agreeable medium, to facilitate performance of the debt collection operations, including any updates and corrections to the data, as necessary.

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- will provide written certification to FMS (in the form attached to this letter as **Enclosure 2**) with respect to each debt or group of debts referred to FMS for debt collection services. FMS may suspend debt collection activity if FMS determines that **FPA** certification is incomplete, inaccurate or unreliable.
- will agree with FMS to a collection strategy for **FPA** (and as necessary for each referring program) detailing the limitations and parameters required for the compromise, settlement or termination of collection action related to **FPA** debt. **FPA** will reply within sixty (60) business days to any FMS requests for information, requests for approval of debtors' compromise offers or installment payment plans and, failing a reply, **FPA** authorizes FMS to respond, on **FPA** behalf, to debtors' compromise offers or requests for installment payment agreements in a manner deemed appropriate and fair by FMS.
- will comply with the requirements of the *Privacy Act of 1974* (5 U.S.C. § 552a), as amended (Privacy Act), as applicable to individual debtors, including the publication of any required Privacy Act notices.
- will publish administrative offset regulations (if not already published).
- will pay services fees and charges to FMS as follows:
  - ◆ Fees and charges must be based on the actual costs incurred by FMS and may need to be periodically adjusted. Fees and charges will be retained by FMS from amounts collected on behalf of **FPA**.
  - ◆ Except as set forth below, with respect to accounts referred to FMS for collection (including all post-judgment matters), **FPA** will pay to FMS a fee in an amount equal to 28% of funds collected.  
**\*The fee is based on the age of the debt when it is referred to FMS. A 28% fee will be charged for debts that are less than 2 years old at the time of referral. A 30% fee will be charged for debts that are more than 2 years old at the time of referral.**

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- ◆ The Department of Justice (DOJ) will assess a fee equal to 3% of the collection amount on payments received after an account has been referred to DOJ for collection. FMS will assess a fee equal to 28% or 30% of the collection amount on payments received after an account has been referred to DOJ for collection.  
**\*The fee is based on the age of the debt when it is referred to FMS. A 28% fee will be charged for debts that are less than 2 years old at the time of referral. A 30% fee will be charged for debts that are more than 2 years old at the time of referral.**
- ◆ When an offset from the Treasury Offset Program (TOP) occurs, FPA will pay to FMS a fee of \$17.
- ◆ In addition to debt collection service fees due to FMS (and regardless of the amount of the service charge), if applicable, the **FPA** will pay all contingency fees and other charges due to private sector collection agencies, DOJ, Internal Revenue Service for tax refund offset, FMS for Treasury Offset Program (TOP) fees, or any other Federal agency for services rendered relating to debt collection.
- ◆ FMS is entitled to its service fee for all collections received, either by FMS or the **FPA**, after FMS initiates collection action, including the issuance of demand letters or other attempts to contact the debtor.

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The Financial Management Service/Debt Management Services (FMS):

- will share in the responsibility of the maintenance of the delinquent debtor records in its possession and aid in ensuring that accounts are updated as necessary during the time period that FMS holds the account information.
- may take any of the following collection actions on the **FPA's** behalf:
  - ✓ send demand letters on U.S. Treasury letterhead and telephone debtors;
  - ✓ refer accounts to credit bureaus;
  - ✓ skiptracing;
  - ✓ purchase credit reports to assist in the collection effort;
  - ✓ refer accounts for offset, including tax refund, Federal employee salary, and general administrative (TOP);
  - ✓ refer accounts to private collection agencies;
  - ✓ refer accounts to DOJ for litigation;
  - ✓ report written off/discharged debts to IRS on the appropriate Form 1099;
  - ✓ any additional steps necessary to enforce recovery; and
  - ✓ terminate collection action, as appropriate.
- will handle debtor inquiries on amounts due during the time period that FMS holds the account information. In the event that a referred debtor disputes the validity of the debt or any terms and conditions related to any debt not reduced to judgment, FMS may submit the dispute request to the **FPA** for its determination of debt validity.
- will make monthly status reports on all collection activities available to the **FPA**. These reports will be sufficiently detailed for the **FPA** to update its files and reconcile its accounts.
- will provide the **FPA** with a complete accounting of all service charges and fees, as requested by the **FPA** and refund to the **FPA** any fees erroneously paid to FMS. However, FMS may elect not to refund amounts less than \$10.
- understands that the **FPA** Inspector General continues to serve as the oversight authority over **FPA** activities and agrees to promptly respond to all requests for information from the **FPA** Inspector General.
- will provide the **FPA** with any information necessary (and in its possession) for the **FPA** to respond to Congressional inquiries resulting from FMS's collection efforts.

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- will return account information for delinquent debts whose return is requested by the **FPA** or which are closed out by FMS.
- will credit payments (less service fees and charges) to the appropriate ALC via IPAC.

Any disputes resulting from the debt collection services provided by FMS to the **FPA** will be referred to **Rita Bratcher, Assistant Commissioner, Debt Management Services/FMS**, and **Mr. John A. Jones, Chief Financial Officer, FPA** or their respective designees, for resolution. To the extent statutory or regulatory provisions conflict with the terms of this letter, the requirements of the statutes and regulations will prevail.

Please acknowledge **FPA** agreement to the terms of this letter, by signing below.

Sincerely,

Rita Bratcher  
Assistant Commissioner  
Debt Management Services

Enclosures

I have read and understand the terms and conditions contained herein and agree, on behalf of **FPA**, to be bound by them.

FMS requests that this Letter of Agreement be signed and returned in the enclosed self-addressed envelope within two (2) weeks of receipt.

\_\_\_\_\_  
Mr. John A. Jones, Chief Financial Officer  
Federal Program Agency

\_\_\_\_\_  
Date

***Step 5***  
***Agency Profile Form (APF)***

## ***The Agency Profile Form***

### ***The Agency Profile Form (APF):***

- Is required for each program referring debts to DMS for cross-servicing.
- Must be completed prior to the referral of any debt so that the system will recognize an agency's/program's debts as acceptable for referral.

### ***The Form: Section-by-Section Instructions***

#### **Agency Information**

In this section, provide the name and address of the agency, which is doing the referral or whose bureau is doing the referral. This would be the name/address of a cabinet level department, such as the Department of Agriculture, or of the independent agency, if not associated with a cabinet department. The Taxpayer Identification Number (TIN)/ Employer Identification Number (EIN) is required for 1099-C issuance.

#### **Bureau/Bureau Office Information**

- |                           |   |
|---------------------------|---|
| <b>Bureau Name</b>        | This would be the name of the sub-agency or bureau, which is doing the referral. If there is no sub-agency, repeat the name provided above. <b><i>Please note: this is the name that will be used on the demand letters to the debtors.</i></b>         |
| <b>Bureau Office Name</b> | This is the name of the specific office, within the sub-agency or bureau, doing the referral.   |
| <b>Address</b>            | Provide the address of the referring organization, office, bureau or sub-agency.  |
| <b>Primary Contact</b>    | Provide the name, email address, phone, and fax number of the key point of contact within the referring organization. This will be the primary person with whom the appropriate DMS staff will make contact to resolve disputes and obtain information. |
| <b>Alternate Contact</b>  | Provide the name, email address, phone and fax number of an alternate contact person within the referring organization. This individual should be authorized to act on behalf of the primary contact, in his/her absence.                               |



### *The Agency Profile Form*

**IPAC Contact** Provide the name, email address, phone, and fax number of the individual who will be receiving the IPAC transmission and supporting reports. ***Please note: DMS will discontinue providing backup documentation for IPACs by September 30, 2007. All agencies with FedDebt access will be required to produce their own IPAC backup documentation via FedDebt Management Reports.***

#### Program Information

**Program Name** Provide the official name of the program under which the debts arose. For example, “Salaries and Expenses, General Administration” or “Construction”. Please be sure that the name used here is the same as that used on the data entry forms.

**ALC** ALC stands for ***agency location code***. Provide the 8-digit number that represents the area within the agency to which collections should be credited.

**Authorizing Statute** Provide the statutory cite for the program under which the debts arose. This information will be used for the completion of the Claims Collection Litigation Report, should the agency and DMS determine that litigation is necessary.

**Program Classification** Indicate the type of debt being referred under the above listed program. For example, a single family housing loan would be classified as “Housing”; a small business investment loan would be classified as “Business”, etc.

The next four items allow the agency to specify the limits on the authority it is delegating to DMS for compromises and repayments.

**Compromises** For Max. \$ Amt, provide the maximum amount that the agency is willing to let DMS “forgive.” For example, if, regardless of the amount of the debt, the agency decides it never wants DMS to “forgive” more than \$500,000, then this would be the amount provided on this line.

*The Agency Profile Form*

<b>Compromises cont.</b>	<p><u>For Max. Percent</u>, provide the maximum percent that the agency is willing to let DMS “forgive.” Note: FMS will not forgive more than the “Maximum \$ Amt,” even if the “Maximum Percent” formula results in a compromise (forgiveness) amount greater than the Maximum \$ Amount. The “Maximum \$ Amt” field takes priority over the “Maximum Percent” field in the system. Please contact your liaison for clarification.</p>
<b>Installment Agreement</b>	<p><u>For Min. \$ Amt.</u>, provide the minimum amount the agency will accept in an installment payment.</p> <p><u>For Max. No. of Months</u>, provide the maximum number of months that the agency will accept for an installment repayment agreement. Generally, this should be 36 months or less.</p>
<b>Eligibility for Various Collection Actions</b>	<p>Ensures compliance with the agency’s collection plan. By indicating “No” for a given collection action our system will not allow this action to be taken. By indicating “Yes” for a given collection action, the system assumes all debts referred are eligible for that collection action.</p> <p>If yes is selected for the filing of 1099c, the referring agency will still be able to decide if this collection action is appropriate on a case by case basis. If no is selected for the filing of 1099c, the system will block this function, and the referring agency will not have the option of deciding on a case by case basis. <b>NOTE: Agency designations will apply to all debts referred under the agency profile.</b></p>
<b>Fees</b>	<p>Allows the agency to indicate whether the DMS and PCA fee should be added to the debt. The selection of “No” for the DMS fee does not affect whether DMS will charge its fee on collections; it does affect, however, whether or not that fee is passed along to the debtor.</p>
<b>Accruals</b>	<p>Allows the agency to direct DMS on whether it wants to continue to accrue late fees on the referred debts. For each of these items, e.g., Financing Interest, Late Interest (e.g., under the Debt Collection Act of 1982), Administrative Costs (this represents the agency’s own administrative costs), Penalty (presumed to be 6% annually as set by the Debt Collection Act of 1982), the agency should select “Yes” or “No”. As the form notes, an agency cannot charge both financing and late interest, so one or the other of these interest lines should be marked “No”.</p>

***The Agency Profile Form***

**Agency Information**

Name: \_\_\_\_\_  
Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Zip Code \_\_\_\_\_  
(5 digit + 4, if known):

**CFO Agency** Yes \_\_\_\_\_ No \_\_\_\_\_

**Primary Contact Information**

**Alternate Contact Information**

Name	_____	_____
Address	_____	_____
Address	_____	_____
City	_____	_____
State	_____	_____
Zip	_____	_____
Phone	_____	_____
Fax	_____	_____
Email	_____	_____

TROR Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

**For FMS Use Only:**

Agency Code: \_\_\_\_\_  
Expiration date of Agency Certification: \_\_\_\_\_

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**Bureau Information**

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip \_\_\_\_\_  
  
Treasury Fund Symbol \_\_\_\_\_

**Primary Contact Information**

**Alternate Contact Information**

Name	_____	_____
Address	_____	_____
Address	_____	_____
City	_____	_____
State	_____	_____
Zip	_____	_____
Phone	_____	_____
Fax	_____	_____
Email	_____	_____

**DMS Agency Liaison Contact Information**

**Primary Contact Information**

**Alternate Contact Information**

Name	_____	_____
Phone	_____	_____
Fax	_____	_____
Email	_____	_____

**For FMS Use Only:**

Bureau Code: \_\_\_\_\_

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**Referring Office Information**

Referring Office Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip \_\_\_\_\_

**Primary Contact Information**

**Alternate Contact Information**

Name	_____	_____
Address	_____	_____
Address	_____	_____
City	_____	_____
State	_____	_____
Zip	_____	_____
Phone	_____	_____
Fax	_____	_____
Email	_____	_____

**For FMS Use Only:**

Referring Office Code: \_\_\_\_\_

**Program General Information**

Program Name: \_\_\_\_\_  
EIN: \_\_\_\_\_  
Authorizing Statute: \_\_\_\_\_  
Agency Location \_\_\_\_\_  
Code (ALC): \_\_\_\_\_

**For FMS Use Only:**

Program Code: \_\_\_\_\_

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**Program Contact Information- Concurrence Requests**

	<b><u>Primary Contact Information</u></b>	<b><u>Alternate Contact Information</u></b>
Name	_____	_____
Address	_____	_____
Address	_____	_____
City	_____	_____
State	_____	_____
Zip	_____	_____
Phone	_____	_____
Fax	_____	_____
Email	_____	_____

**OPAC/IPAC Contact Information**

	<b><u>Primary Contact Information</u></b>	<b><u>Alternate Contact Information</u></b>
Name	_____	_____
Address	_____	_____
Address	_____	_____
City	_____	_____
State	_____	_____
Zip	_____	_____
Phone	_____	_____
Fax	_____	_____
Email	_____	_____

**Electronic File Contact Information**

	<b><u>Primary Contact Information</u></b>	<b><u>Alternate Contact Information</u></b>
Name	_____	_____
Address	_____	_____
Address	_____	_____
City	_____	_____
State	_____	_____
Zip	_____	_____
Phone	_____	_____
Fax	_____	_____
Email	_____	_____

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Program Financial Information: Accruals

Interest Accrual Options : Choose only **one**

- Do not accrue interest.
- FedDebt will accrue *financing* interest.
- FedDebt will accrue *additional* interest.
- FedDebt will not accrue interest. Agency will provide adjustments for financing interest.\*
- FedDebt will not accrue interest. Agency will provide adjustments for additional interest.\*

\*If the Agency will provide updates for either financing or additional interest, choose one of the following options for payment agreement processing.

- Reject interest updates and calculate agreement with no interest.
- Calculate interest based on Agency information on last update.

Penalty Accrual Options :Choose only **one**

- FedDebt will accrue penalty.
- FedDebt will not accrue penalty. (Provide the Penalty Exemption Statue)  
Penalty Exemption Statue \_\_\_\_\_
- FedDebt will not accrue penalties. Agency will provide adjustments for penalties.\*

\*If the Agency will provide updates for penalty, choose one of the following options for payment agreement processing.

- Reject penalty updates and calculate agreement with no penalty.
- Calculate penalty based on Agency information on last update.

Program Financial Information: Fees

Fees should be paid by the Debtor\_\_\_ Creditor Agency\_\_\_

Upon return to CA Cross Servicing Fees should be: (choose one)

- Converted to Administrative Cost \_\_\_
- Removed from the Debt Balance \_\_\_

Upon return to CA PCA Fees should be: (choose one)

- Converted to Administrative Cost \_\_\_
- Removed from the Debt Balance \_\_\_

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**Program Financial Information: Bankruptcy**

Debts in this program are dischargeable. Yes\_\_\_ No\_\_\_  
If No, please indicate the citation\_\_\_\_\_

*Program Detail Information*

Program Classification (Choose One)

- Fines/Penalties      Education loan      Housing loan
- Admin debt    Medical      Benefit Overpayments
- Business loan    State/local government
- Other (specify name) \_\_\_\_\_

Treasury has full compromise authority: Yes \_\_\_\_\_ No \_\_\_\_\_

*If no, please answer the following*

Maximum Percent to be forgiven without obtaining CA concurrence: \_\_\_\_\_

Minimum Monthly Payment Amount: \_\_\_\_\_ **OR**

Maximum Number of Months for Repayment: \_\_\_\_\_

Agency/Program is required to obtain DOJ approval for compromises or terminations of \$100,000.00 or more. Yes\_\_\_\_\_ No\_\_\_\_\_

Referred principal TAS: \_\_\_\_\_

Referred interest TAS: \_\_\_\_\_

Referred penalty TAS: \_\_\_\_\_

Referred admin cost TAS: \_\_\_\_\_

Payment Agreement Concurrent Contact: ***select only one***

\_\_\_CA Main Contact \_\_\_CA TROR Contact \_\_\_Bureau Main Contact

\_\_\_Office Main Contact \_\_\_Program Main Contact \_\_\_Program OPAC Contact

\_\_\_ Program EFC Contact

**Program Collection Action Eligibility**

Refer Debts to Private Collection Agency (PCA) Yes \_\_\_\_\_ No \_\_\_\_\_

*If no, please indicate citation: \_\_\_\_\_*

Perform Administrative Wage Garnishment Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, provide date and citation of hearing procedure regulation that your agency published. \_\_\_\_\_*

Perform Credit Bureau Reporting Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide the "Original Creditor Name" that should be used for Credit Bureau reporting (limit of 30 characters)\_\_\_\_\_

If yes, Begin reporting immediately or apply Treasury Standard?

Immediate Reporting\_\_\_\_\_ Treasury Standard\_\_\_\_\_



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**Program Collection Action Eligibility Info cont.**

Refer to Department of Justice Yes \_\_\_\_\_ No \_\_\_\_\_

Refer to Treasury Offset Program (TOP) Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, Use FedDebt TOP Profile Yes \_\_\_\_\_ No \_\_\_\_\_

If no to "Use FedDebt TOP Profile, please answer the following:  
Agency to reduce debt balances to zero Yes \_\_\_\_\_ No \_\_\_\_\_

Indicate the payment types (Debt Match Bypass Indicators) against which debts should never be offset  
SAL SSA, TAX, OTH (includes VEN & OPM).

When the debt has completed "active" collection activities via Cross-Servicing it should remain at TOP Yes \_\_\_ No \_\_\_  
If yes, please answer the following  
Leave in TOP until removal is required by law Yes \_\_\_ No \_\_\_  
If no, please indicate the number of months to leave in TOP with no offsets \_\_\_\_\_

File 1099-C for compromised and terminated debts Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, please provide contact information:*

**1099-C Contact Information**

	<b><u>Primary Contact Information</u></b>	<b><u>Alternate Contact Information</u></b>
Name	_____	_____
Address	_____	_____
Address	_____	_____
City	_____	_____
State	_____	_____
Zip	_____	_____
Phone	_____	_____
Fax	_____	_____
Email	_____	_____

Select the format in which you would like to receive the 1099-C report  
(choose only **one** option)  
\_\_\_\_\_ On-line                      \_\_\_\_\_ Electronic File

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**For FMS Use Only:**

Creditor Agency Active: Yes \_\_\_\_\_ No \_\_\_\_\_

Date Created: \_\_\_\_\_

Program Designation Code: \_\_\_\_ / \_\_\_\_ \*\* / \_\_\_\_ / \_\_\_\_

Agency Liaison Notes:

***Step 6***  
***Certification***

### *Certification*

DMS is requiring agencies to certify the following for each batch of debts referred:

- that the debts are delinquent, valid, and legally enforceable;
- that the debts are not subject to any bars against collection, such as a debtor in bankruptcy or the debt is in foreclosure;
- that the agency has complied with all due process notice requirements for administrative offset, salary offset, and credit reporting; and
- that the agency has provided notice regarding assessment of interest, penalties, and administrative costs.

DMS is requiring this certification for three primary reasons:

1. to ensure that the agency is referring debts that are subject to enforced recovery mechanisms;
2. to ensure that the agency has provided all due process rights, so that DMS can proceed with collection in an aggressive and time-conscious manner. As detailed in Step 2, DMS moves accounts through the collection process very quickly, based on Treasury action standards.
3. to allow Treasury to waive certain provisions of the Computer Matching Act to facilitate operation of the offset program.

DMS has developed a standard certification form that follows in this section. The certification is also available at <http://www.fms.treas.gov/debt/crosserv.html#CrossServicingForms>. Debts that are not accompanied by an acceptable certification form will be rejected.

When a creditor agency refers debts manually, the agency must use the certification for manual referrals. When an agency refers debts electronically they may submit an annual certification using the attached certification for electronic referral. The certification is valid for a year and must be completed annually.

**AGREEMENT AS TO THE METHOD OF CERTIFYING  
DEBTS SUBMITTED TO THE FINANCIAL MANAGEMENT SERVICE'S  
CROSS-SERVICING PROGRAM**

**This Agreement is submitted by:**

**Creditor Agency:**

**Date of Agreement:**

**The Creditor Agency agrees that:**

- I. This Agreement (henceforth referenced as 'Agreement') covers all debts, including updates, changes, and modifications (Debts) submitted by Electronic Transmission on or after the date of this Agreement, by the Creditor Agency (henceforth referenced as 'Agency') to the Financial Management Service (FMS), a bureau of the U.S. Department of the Treasury, for collection through the FMS's Cross-Servicing Program (Cross-Servicing).;
- II. The Agency will submit debts to Cross-Servicing via Electronic Transmission of "Add Records" or "Update Records," as described in the attached Exhibit A. Each time the Agency submits a Debt via an Add Record or Update Record, the Agency is certifying the Debt;
- III. Any person who submits Debts via an Add Record or Update Record has or will have delegated authority to certify the Debts on behalf of the head of the Agency, and the Agency will provide a copy of this Agreement to any such person; and,
- IV. By submitting Debts via an Add Record or Update Record, the person submitting such Debts is certifying to the U.S. Department of the Treasury, under penalty of perjury pursuant to 5 U.S.C. § 5514, 31 U.S.C. § 3716, 31 U.S.C. § 3720A, and 28 U.S.C. § 1746, that to the best of his or her knowledge and belief, the following is true and correct:
  1. **Valid Debts.** The debts are delinquent, valid and legally enforceable in the amounts stated.
  2. **No Bar to Collection.** The debts are not subject to any circumstances that legally preclude or bar collection, including collection by offset. There are no foreclosures pending with respect to any collateral securing a debt. The Agency's records do not show that any debtor owing a debt has filed for bankruptcy protection. Alternatively, the Agency can clearly establish that any automatic stay has been lifted or is no longer in effect.

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3. ***Administrative Offset and Tax Refund Offset.*** If the Agency has established a profile instructing FMS to refer debts to the Treasury Offset Program (TOP) on its behalf for the purposes of tax refund and administrative offset, the person submitting such debts will be certifying to the following:
- a. The Agency has complied with all of the provisions of 31 U.S.C. § 3716, 31 U.S.C. § 3720A, 31 C.F.R. §§ 285.2 and 285.5, and the Federal Claims Collection Standards (31 C.F.R. Parts 900-904), as may be amended, as well as other statutes, regulations and policies applicable to collection by administrative offset and tax refund offset. No Debt is more than 10 years delinquent, except for those Debts that may be legally offset if more than 10 years delinquent.
  - b. At least 60 days prior to the date of the certification (i.e., date of Electronic Transmission), the Agency has provided, or made a reasonable attempt to provide in accordance with applicable offset regulations, each debtor with:
    - i. written notification, at the debtor's most current known address, of the nature and the amount of the debt, the intention of the Agency to collect the debt through administrative offset and tax refund offset, including offset of State payments, and an explanation of the rights of the debtor;
    - ii. an opportunity to inspect and copy the records of the Agency with respect to the debt;
    - iii. an opportunity for review within the Agency of the determination of the Agency with respect to the debt, including the opportunity to present evidence that all or part of the debt is not past-due or legally enforceable; and
    - iv. an opportunity to enter into a written repayment agreement with the Agency
  - c. The Agency has considered any evidence presented by the debtor and determined that the amount of the debt is past-due and legally enforceable and there are no pending appeals of such determination.
  - d. The Agency has, at minimum, made the following reasonable efforts to obtain payment of the debt: demanded payment and provided the debtor with the notice and opportunities described in paragraph 3.b.

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4. ***Due Process Compliance for Salary Offset.*** With respect to the offset of Federal salaries, if the Agency has authorized FMS to set up an agency profile so that all debts are referred to TOP for offset of federal salary payments:
  - a. The Agency has complied with all of the provisions of 5 U.S.C. § 5514, 5 C.F.R. §§ 550.1101-1110, and 31 CFR 285.7, as may be amended, as well as other statutes, regulations and policies applicable to collection by salary offset.
  - b. The Agency has provided, or made a reasonable attempt to provide, each debtor with the notice, opportunities, and considerations described in paragraphs 3.B. and 3.C. and the additional notices and opportunities, including the opportunity for waiver consideration and for a hearing, required for salary offset.
5. ***Consumer Reporting Agencies.*** The Agency has complied with all of the provisions of 31 U.S.C. § 3711(e) and the Federal Claims Collection Standards, as well as other statutes, regulations and policies applicable to the Agency's reporting of delinquent debts to consumer reporting agencies. The Agency has:
  - a. determined that the debts are valid and overdue;
  - b. notified the debtor, more than 60 days prior to the date of the certification:
    - i. that the debt is overdue,
    - ii. that the Agency intends to disclose to a consumer reporting agency that the debtor is responsible for the debt,
    - iii. of the specific information to be disclosed to the consumer reporting agency, and
    - iv. of the debtor's rights to an explanation of the claim, to dispute the information in the Agency's records about the claim, and to administrative repeal or review of the claim; and
  - c. upon the request of a debtor, provided for a review of any debtor's claim, including an opportunity for reconsideration of the initial decision on the claim.

In addition, no debtor has repaid or agreed to repay the claim under a signed repayment agreement or filed for review of the claim.

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- 6. *Interest and Penalties.*** The Agency has complied with all of the provisions of 31 U.S.C. § 3717 and the Federal Claims Collection Standards, as well as other statutes, regulations and policies applicable to Agency's assessment of interest, penalties and administrative costs. The Agency has mailed or hand-delivered a written notice to all debtors explaining the Agency's requirements concerning the charges.

**CERTIFICATION:** Pursuant to 28 U.S.C. § 1746, I certify that I have been delegated authority to execute this Agreement on behalf of the head of my agency.

**[Signature of Certifying Official]**

**Print Name:**

**Title:**



**ATTACHMENT A**  
**TREASURY CROSS-SERVICING PROGRAM**  
**CERTIFICATION TERMINOLOGY**

For the purpose of clarifying the subsequent Certification Agreement, the following describes how creditor agencies submit debts via *Electronic Transmission* of computer records to the Cross-Servicing Program. (Please note, this form is for use by creditor agencies that submit their debts via Electronic *or* Manual Transmission):

1. Electronic Transmission. Any transmission from creditor agencies to the Cross-Servicing Program via CONNECT:Direct or CONNECT:Mailbox, as more particularly described in *Step 7; Data Formats and Transmissions* in the "Cross-servicing Implementation Guide", dated December 2004, as may be amended or updated ("Cross Servicing Guide"), is an Electronic Transmission.
2. Add Records. Add Records are electronic records which creditor agencies use to add new debts to Cross-Servicing.
3. Update Records. Update Records are electronic records that creditor agencies use to update, change or modify information about debts previously transmitted to Cross-Servicing by creditor agencies.

***Step 7***  
***Data Formats and Transmissions***

### ***Data Formats and Transmissions***

Data submission can be sent to FMS in the below formats. Putting agency data in an accepted format is the responsibility of the referring agency. DMS will work with you to assist you in putting your agency's data into an accepted format.

- **Electronic Submission** – The preferred method of referral is electronically via batch file (CONNECT:Direct or CONNECT:Mailbox) or on-line entry into FedDebt. When referring a debt via batch file, the agency will have to fax the file transmittal form to the data processing branch at 205-912-6522. This form is not required for debts that are submitted via on-line entry into FedDebt. Please contact Stephanie Christophe of the Customer Relations Branch at 1-800-858-0725 to obtain file formats and instructions for electronic submission. For specific questions regarding creditor agency data formats contact Stephanie Christophe of the Customer Relations Branch at 1-800-858-0725, and for Private Collection Agency data formats contact Ann Pavelek at 724-794-1337 .
- **Manual Submission** – Effective September 30, 2007, DMS will discontinue manual debt referrals. All agencies will be required to submit their own debt referrals via FedDebt online or batch. If manual submission of a debt to Treasury is required after the date mentioned above, the agency should contact the Debt Resolution Branch on 1-888-826-3127 for the appropriate manual referral forms and procedures pertaining to manual debt referral.
- **Integrated Agency Interface (IAI) File Format** – Currently, agencies must manually edit the information that has been provided on an account. The IAI file format allows agencies to submit account updates via batch file. If an agency elects to use IAI, all files (referral/update, collection, and unprocessable) must be sent and received using the IAI format. The utilization of IAI format will require 2-way communication so that agencies can both send the referral file and receive the collection file. For specific questions regarding IAI or to obtain a copy of this file format, contact Stephanie Christophe of the Customer Relations Branch at 1-800-858-0725.

*Data Formats and Transmissions*



**BIRMINGHAM DEBT MANAGEMENT OPERATIONS CENTER**

**File Transmittal Sheet**

Date: \_\_\_\_\_

To: Department of the Treasury  
 Financial Management Service  
 Post Office Box 2451  
 Birmingham, AL 35201

Agency Code: \_\_\_\_\_  
 Agency Name: \_\_\_\_\_  
 Agency Contact: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

- Submitting Update Record
- Submit Referral Record

Fax Information  
 Data Processing Branch  
 Attn: Control Clerk

**The following is information pertaining to files for FedDebt processing**

All Items below need to be completed to ensure proper file loading

Referral File Name: FDMP.IPDMSCRF.C200\_\_\_\_.AG\_\_\_\_  
**OR**  
 Update File Name: FDMP.IPDMSCUP.C200\_\_\_\_.AG\_\_\_\_  
 Debt Count \_\_\_\_\_  
 Record Count \_\_\_\_\_  
 Total Debt Amount \_\_\_\_\_

Fax: (205) 912-6522  
 (205) 912-6560 (Alternate)  
 Voice: (205) 912-6523  
 (205) 912-6524  
 E-mail: [bdmocoperator@fms.treas.gov](mailto:bdmocoperator@fms.treas.gov)

Please circle one choice from each line:

Submission Media → Connect:Direct / Connect:Mailbox  
 Process Mode → Production / Test

Note: Transmittal Sheets are required for all files submitted. Connect:Direct and Connect:Mailbox agencies should fax a copy to the appropriate number above.

Transmitter Signature \_\_\_\_\_ Date \_\_\_\_\_

***Step 8***  
***Basis for Debt Rejection***

### ***Basis for Debt Rejection***

DMS cannot begin collection action on debts from a specific referring agency's program area in which it does not have an Agency Profile Form (step 5). The DMS point of contact for the agency will call the agency to get resolution.

DMS may reject a batch of referred debts for the following reasons:

- ***Missing certification.*** In this case, the agency will be contacted and asked to provide the certification.
- ***Missing data entry forms.*** In this case, the batch of referred debts will be returned to the agency until such time as the agency sends in proper data entry forms.
- ***Incorrect debt balance.*** In this instance, total debt referred does not equal the components (i.e., principal + interest + administrative costs + penalty) or the amount on the header file does not equal the actual referred amount.

DMS may reject individual debts for the following reasons:

- Missing required data elements
- The debtor is a Federal agency
- The account is in foreclosure

DMS may return individual debts to the agency for the following reasons:

- The debtor is deceased
- The debtor is in bankruptcy
- The debtor has submitted a valid dispute against the case

***Step 9***  
***Reporting Results***

### ***Reporting Results***

- Information regarding an agency's debt portfolio can be obtained by accessing the 'Management Reports' section of FedDebt. The reports in this section provide details related to financial functions, debt entry, debt resolution, and agency profile processing.
- DMS will discontinue providing the 'AdHoc Financial Activity Detail Report' (also known as the 'IPAC' report) by September 30, 2007. All agencies with FedDebt access will be required to produce their own IPAC backup documentation via FedDebt Management Reports. If an agency is seeking to obtain FedDebt access or requires help with running this report, the Creditor Agency liaisons can be contacted on 1-800-858-0725 for assistance.



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Number	Name	Description	View	
			CA	CA Financial Supervisor
<b><i>Financials</i></b>				
C40701	CA Unprocessable Report	Identifies online transactions which have been edited or deleted by a financial supervisor	X	X
CAL00101	AdHoc Financial Activity Detail Report	Indicates how payments to the agencies are distributed among the debts owed		X
CAL00102	AdHoc Financial Activity Summary Report	Itemizes the financial activity which has occurred during a specified time period; provides the net dollar amounts for each category of activity		X
K00901	Agency Payment Report	Shows payments and reversals for a specific agency; runs at the program level and shows the origin of all agency payments		X
K00902	Apportionment Report	Allows users to see how payments to the lockbox are distributed among the debts on a case	X	X
K05001	System Compromise Report	Specifies which debts have been returned to the agency due to a system compromise		X
<b><i>Debt, Debtor, Case Processing</i></b>				
B00301	New Case Entry	Provides a listing of the cases entered into FedDebt during a specified time period	X	X

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Number	Name	Description	View	
			CA	CA Financial Supervisor
<b><i>PA &amp; Debt Resolution</i></b>				
N00701	PA Resolution Report	Enables users to obtain statistical information regarding debtors in payment agreements	X	X
N00802	CA Concurrences Report	Displays all concurrences that are required to activate payment agreements in FedDebt; addresses overdue and current concurrences	X	X
P00101	Creditor Agency RTA Report	Specifies which debts have been returned to the agency during a specified timeframe	X	X
P01003	Recall Status for CA Report	Lists the recalls requested in a specified date range	X	X
P01801	Granted Admin Resolutions	Allows creditor agencies to obtain a list of granted administrated resolutions for debts residing with their agency	X	X
<b><i>Agency Profile &amp; Processing</i></b>				
A00101	CA Profile Report	Allows the creditor agency to view all data elements for an individual profile	X	X
A00102	Agency Contact Report	Supplies contact information for those involved in debt collection with FMS	X	X
A00104	Creditor Agency Profile History Report	Indicates which changes have been made to an agency's profile over a specified period of time	X	X

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Number	Name	Description	View	
			CA	CA Financial Supervisor
<b><i>Agency Profile &amp; Processing</i></b>				
ER1532	Agency Reconciliation Report	Provides an inventory of the debts located in an agency's portfolio; supplies a variety of information on the case including the debtor's name and TIN and the debt's balance, location and status in TOP	X	
<b><i>Reports- None provided at this time</i></b>				
<b><i>History &amp; Logs</i></b>				
C73701	Ad Hoc DoJ Referral Candidate Debts Report	Identifies all debts that are potential leads for DoJ referral based on user-defined parameters	X	X
C73702	Ad hoc Debts in DoJ Processing State Report	Lists all debts that have been designated as 'pending DoJ', marked for 'at DoJ', or unmarked for 'at DoJ'	X	X