



DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
WASHINGTON, D.C. 20227

October 10, 2012

MEMORANDUM FOR ALL CFOs AND DEPUTY CFOs

FROM: Jeffrey J. Schramek, Assistant Commissioner
Debt Management Services

Handwritten signature of Jeffrey J. Schramek in black ink.

SUBJECT: Annual Debt Certification Agreement for Federal Nontax Debts

The U.S. Department of the Treasury's Financial Management Service (FMS) serves as the government's central debt collection agency and manages the programs and tools used to collect delinquent debt owed to federal government agencies. Annually, agencies are required to enter into an *Annual Debt Certification Agreement for Federal Nontax Debts* regarding referrals of delinquent debt to the Treasury Offset Program (TOP) and the Cross-Servicing Program for collection purposes. I am writing to ensure your continued cooperation with this annual effort.

When an agency refers a debt to either TOP or Cross-Servicing as required by the Debt Collection Improvement Act of 1996, it is certifying that the debt is valid and legally enforceable, that there are no bars to collection, and that due process has been completed. The attached agreement describes the facts to which an agency certifies at the time of referral and the signed agreement represents your understanding of the requirements for the upcoming calendar year.

FMS agency liaisons have communicated the certification agreement requirement to your designated agency points of contact for debt management. We will be happy to work with you or them to address any concerns or questions. This year, we will again work to facilitate the signing of these agreements at the CFO office level for your Department or Agency. This ensures adequate coverage of the programs each agency has established in both the TOP and Cross-Servicing systems.

The *Annual Debt Certification Agreement for Federal Nontax Debts* is due by December 3, 2012.

FMS may not be able to collect on debts referred if a certification agreement has not been received. Signed Agreements should be scanned and sent via fax or email to the following:

DMS/ALD/Compliance and Outreach Branch
Attn: ALD Agency Liaisons
Fax: (205) 912-6285
Email: DMS.Certifications@fms.treas.gov

We appreciate the opportunity to work with you to increase government-wide collections and ensure the continued success of the collection programs. Please do not hesitate to contact me or Bena Kluegel, Manager, Compliance and Outreach Branch, at (202) 874-6660 if you have any questions regarding this memorandum or the certification process. A copy of this letter and the 2013 agreement template is available on the FMS website at <http://fms.treas.gov/debt>.

Attachment