Instructions

Department of the Treasury
Division of Administration
Special Administrative Services

REQUEST TO REMOVE UNCOLLECTABLE ACCOUNTS RECEIVABLE FROM AGENCY RECORDS

IMPORTANT: IT IS IMPERATIVE THAT EITHER A SOCIAL SECURITY OR FEDERAL ID NUMBER BE SUPPLIED FOR EACH ACCOUNT LISTED.

Requesting Agency **DEPARTMENT:** **DIVISION:**

Code:
A = Approved
D = Disapproved

Permission is requested to remove the following accounts receivable that are deemed uncollectable:

Date of Debt	Debtor's Name	Agency Assigned Account Number	Social Security or FEIN No.	Unpaid Amount	Nature of Debt	Reason Account is Uncollectable	A/D

Division of Administration, Special Administrative Services Unit - Recommendation:

CERTIFICATION
I hereby certify that all generally accepted collection efforts were made and documentation in support of these efforts is on file at the agency location.

Agency Approval Officer _____ Title _____ Date _____

FINAL DETERMINATION
I hereby direct that the action indicated above be taken for each of the items listed.

Director, Office of Management & Budget _____ Date _____