

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.