



**DEPARTMENT of VETERANS AFFAIRS**

**Memorandum**

Date: November 30, 2018

From: Chief, Support Service Division (XXX/24)

To: Administrative Loan and Accounting Center (105/241A)

Subj: Debt Write Off

1. Write-off outstanding debts over two years old:

Station XXX requests the below receivable (s) be written off as they have not been collected within two years and are not in current payment plans. Guidance for the write-off includes: Office of Financial Policy – Volume XII – Chapter 1I – Termination of Collection Action and Close out of Debt; Office of Management and Budget Circular No. A-129 – Chapter 5 – Section E1 – Termination of Collection, Write-Off, Use of Currently Not Collectible and Close-out.

2. In accordance with the reference above, please write-off the below receivables:

A. FY 13		
BD XXX3KCXXXXX		\$345.00
B. FY 14		
BD XXX4KCXXXXX		\$2,985.00
	FY 18	
C. BD XXX8KCXXXXX		\$6,985.00
	FY 18	
D. BD XXX8KCXXXXX		\$9,765.12

//SIGNED//

Chief, Support Services Division