



DEPARTMENT OF THE TREASURY
BUREAU OF THE FISCAL SERVICE
WASHINGTON, DC 20227

October 10, 2017

MEMORANDUM FOR ALL CFOS, DEPUTY CFOS and Chief Credit Management Officials

FROM: Daniel J. Vavasour, Acting Assistant Commissioner
Debt Management Services, Bureau of the Fiscal Service

A handwritten signature in black ink, appearing to read "D. Vavasour", with a long horizontal stroke extending to the right.

SUBJECT: DMS Annual Requirements for FY 2017 Year-End and CY 2018 Activities

The U.S. Department of the Treasury's Bureau of the Fiscal Service serves as the government's centralized debt collection agency and manages the programs and tools used to collect federal nontax delinquent debt owed to government agencies. The purpose of this memorandum is to communicate two upcoming Debt Management Services (DMS) requirements related to 1) FY 2017 year-end Treasury Report on Receivables reporting and 2) CY 2018 annual certification agreement for Federal nontax debts.

The *Treasury Report on Receivables and Debt Collection Activities (TROR)* is the primary means for federal agencies to report information on receivables and delinquent debt due from the public. All federal agencies who report TROR data must also provide a year-end certification and verification. The TROR certification confirms that the delinquent debt information reported on the TROR is accurate and that the relevant debts are legally enforceable. The TROR verification confirms that the ending receivables balance on the TROR reconciles to your agency's financial statements.

For calendar year 2018, agencies must also enter into the annual *Agreement to Certify Federal Nontax Debts*, which covers referral of delinquent Federal nontax debts to the Cross-Servicing Program and the Treasury Offset Program (TOP) for collection purposes. As described in the agreement, when an agency refers a debt to either the Cross-Servicing Program or TOP in accordance with the Debt Collection Improvement Act of 1996 and other applicable law, it is certifying, among other things, that the debt is valid and legally enforceable, there are no bars to collection, and due process has been completed.

Attached to this memorandum are more details about the two requirements. We appreciate the opportunity to work with you to increase government-wide collections and ensure the continued success of the delinquent debt collection programs.

Enclosure

DMS Annual Requirements for FY 2017 Year-End and CY 2018 Activities

1. Combined Fiscal Year End TROR Certification and Verification

The certification and verification of the TROR for activity reported as of September 30, 2017 is due to DMS by December 15, 2017. The requirements and instructions will be posted on DMS's website: http://fiscal.treasury.gov/fsservices/gov/debtColl/rsrscsTools/debt_dmrpts_tror.htm

If an agency cannot verify and certify the accuracy of its receivables and debt collection information, the Chief Financial Officer or the agency head must provide an explanation and identify the bureaus or divisions that are unable to validate this information. The signed document should be scanned and sent via email to:

Email: terrence.prince@fiscal.treasury.gov

Please contact John White at Terrence.prince@fiscal.treasuty.gov or (202) 874-9051 if you have any questions.

2. Annual Agreement to Certify Federal Nontax Debts for CY 2018

The CY 2018 Agreement to Certify Federal Nontax Debts is due to DMS by December 08, 2017. Details regarding this agreement, including recent revisions, have been communicated to your agency's designated points of contact for debt management by our agency relationship managers. Additional information is also available on DMS's website: http://fiscal.treasury.gov/fsservices/gov/debtColl/rsrscsTools/debt_forms.htm.

If your agency does not provide a signed copy of this agreement to DMS, Fiscal Service may choose not to collect on new delinquent debts referred by your agency in 2018. Signed agreements should be scanned and sent via email to:

Email: Valencia.Thompson@fiscal.treasury.gov

Please contact Valencia Thompson at valencia.thompson@fiscal.treasury.gov or (205) 912-6327 if you have any questions.