



DEPARTMENT OF THE TREASURY  
FINANCIAL MANAGEMENT SERVICE  
P.O. BOX 51318  
PHILADELPHIA, PA 19115-6318

To All Federal Agencies For  
Which Financial Services Are  
Provided By The Philadelphia  
Financial Center (PFC)

Management Letter No. 08-02  
November 14, 2008

On August 20, 2008, we sent you a letter advising you of planned changes to the processing of bulk file payments. We informed you that Payment and Treasury Offset Program (TOP) file processing would move from Hyattsville Regional Operation Center (HROC) to Kansas City Regional Operation Center (KROC) on November 22, 2008. Also, we explained to you that initially the transfer of payments and debt processing to KROC would not require you to make any processing changes on your end.

In order to complete the migration of Payment and TOP processing on November 22, 2008, we must stop the processing of bulk payment files by 5:30 P.M., EST on Friday, November 21, 2008. All bulk payment files, with a corresponding certification, received prior to the cutoff time will be processed in accordance with their payment date. Bulk file payments received after the cutoff time will not be processed until Monday, November 24<sup>th</sup> with a payment date of Tuesday, November 25<sup>th</sup>. If you have bulk file payments that must be paid on Monday, November 24<sup>th</sup>, please make sure you get the payment file, along with the certification, to us prior to the cutoff time.

In our August 20, 2008, letter, we also informed you that by January 31, 2009, all bulk file transmitters will need to submit their payment files to KROC. Between December 1, 2008 and January 31, 2009, FMS will be working with you to convert your submission of bulk file payments from HROC to KROC. This change will require you to alter network connections to FMS, modify scripts and change security access for the transfer of payment files between us. We are in the process of creating a tentative schedule with target conversion dates for Federal Program Agencies. In advance of your target conversion date, your servicing Regional Financial Center will contact you to discuss the viability of the suggested conversion date, environmental changes you will have to make, test procedures and the migration path to production.

If you have any questions regarding the movement of Payment and TOP file processing to KROC on November 22, 2008 or the transmission of bulk file payments to KROC by January 31, 2009, your FMS POC is Joe DeVitis, (215)516-8100.

Sincerely,

Joseph DeVitis  
Regional Deputy Director  
Philadelphia Financial Center