



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

October 31, 2016

**MEMORANDUM FOR ALL CFOs, DEPUTY CFOs AND CHIEF CREDIT
MANAGEMENT OFFICIALS**

FROM: Jeffrey Schramek 
Assistant Commissioner
Debt Management Services

SUBJECT: DMS Annual Requirements for FY 2016 Year-End and CY 2017 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 2016 year-end Treasury Report on Receivables reporting; and 2) CY 2017 annual debt certification.

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. TROR certification confirms that the reported delinquent debt information is accurate and debts are legally enforceable. TROR verification confirms that the ending receivables balance on the TROR reconciles to your agency financial statements.

For the upcoming calendar year, agencies are also required to enter into the annual *Agreement to Certify Federal Nontax Debts* which covers referrals of delinquent debt to the Cross-Servicing Program and Treasury Offset Program (TOP) for delinquent debt collection purposes. When an agency refers a debt to either Cross-Servicing or TOP as required by the Debt Collection Improvement Act of 1996, it is certifying that the debt is valid and legally enforceable, that there are no bars to collection, and that 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.

Attachment

DMS Annual Requirements for FY 2016 Year-End and CY 2017 Activities

1. Combined Fiscal Year End TROR Certification and Verification

The certification and verification of the TROR for activity reported as of September 30, 2016 is due to DMS by December 16, 2016. The requirements and instructions will be posted on the DMS internet site at 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 or faxed to:

Email: john.white@fiscal.treasury.gov
Fax: (202) 874-7292
DMS/Portfolio Management and Analysis Branch
Attn: John White

Please contact John White at john.white@fiscal.treasury.gov or (202) 874-7131 if you have any questions.

2. Annual Agreement to Certify Federal Nontax Debts for CY 2017

The CY 2017 Agreement to Certify Federal Nontax Debts is due to DMS by December 9, 2016. The requirements for this agreement have been communicated to your designated agency points of contact for debt management by our agency relationship managers and are posted on the DMS internet site at http://fiscal.treasury.gov/fsservices/gov/debtColl/rsrscsTools/debt_forms.htm.

This agreement must be received in order for the Fiscal Service to collect on new delinquent debts referred in 2017. Signed Agreements should be scanned and sent via email or faxed to the following:

Email: DMS.Certifications@fms.treas.gov
Fax: (205) 912-6383
DMS/Agency Relationship Management Division
Attn: Valencia Thompson