

SAMPLE FIRST FOLLOW-UP NOTICE

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CERTIFIED MAIL
RETURN RECEIPT REQUESTED

UNITED STATES
DEPARTMENT OF THE INTERIOR
FISH AND WILDLIFE SERVICE
FOLLOW-UP NOTICE

Date: _____ Bill Number: _____

Principal Amount: \$ _____

_____ % Interest Accrued to: \$ _____

Administrative Charges: \$ _____

_____ % Penalty Accrued to: \$ _____

TOTAL AMOUNT DUE: \$ _____

According to our records, you have an outstanding balance against the bill indicated above and attached.

If you cannot pay this balance in full or need to request the establishment of a satisfactory payment plan, please contact us. Otherwise, please forward your remittance in the total amount due in the envelope provided. All remittances must be payable to the U.S. Fish and Wildlife Service. If we can be of any assistance in resolving this matter, please feel free to contact at the address and telephone number listed below.

If recent payment has been made, please disregard this notice.

U.S. FISH AND WILDLIFE SERVICE
Finance Center: (303) _____
P. O. Box 272060
Denver, CO 80227

cc: Regional Finance Officer

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UNITED STATES
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LATE PAYMENT INTEREST CHARGE

The Debt Collection Act of 1982 requires the assessment of a late charge if payment is not received with 30 days of the date of the bill. Payments received after the 30-day period will accrue daily interest at _____ percent per annum from the date of the bill through the date of payment. The rate is determined by the Department of Treasury and is published in the Federal Register annually.

ADMINISTRATIVE CHARGE

The cost of processing and handling the delinquent account will be assessed if the bill becomes more than 60 days past due and again if it becomes over 90 days past due.

PENALTY CHARGE ON DELINQUENT ACCOUNT

An assessment of a 6 percent per annum penalty charge will be made for each day the bill is delinquent if the debt becomes 90 days past due.