

CERTIFIED MAIL
RETURN RECEIPT REOUESTED

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

Date: _____ Bill Number: _____

Principal Amount: \$ _____

_____% Interest Accrued to: \$ _____

Administrative Charges: \$ _____

_____% Penalty Accrued to: \$ _____

TOTAL AMOUNT DUE: \$ _____

Our records indicate we have not received a reply to our recent request for payment of your outstanding balance. We urge you to give this matter your prompt attention. Please be aware that actions as stated on the attached "Notice of Actions in Event of Delinquency" may be required if you do not act at once to resolve this debt.

Please feel free to contact _____ at the address or telephone number below.

Correspondence should be sent to the address below, and remittance payable to the U. S. Fish and Wildlife Service should be sent in the envelope provided. Your immediate response will be greatly appreciated. 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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RETURN RECEIPT REQUESTED

UNITED STATES
DEPARTMENT OF THE INTERIOR
FISH AND WILDLIFE SERVICE

NOTICE OF ACTION IN EVENT OF DELINQUENCY

THIS NOTICE IS PROVIDED IN ACCORDANCE WITH LAW. IT ONLY BECOMES EFFECTIVE IF THE BILL IS NOT PAID BY THE DUE DATE.

If payment is not received, the bill becomes delinquent the day following the due date stated on the Bill for Collection. Required actions are as follows:

1. Late Payment Interest Assessment. The interest assessment is computed at the Treasury current value of funds rate (TFRM 8000) in effect on the date of the billing, and will continue at this rate until the bill is paid. The interest rate, as stated on the bill attachment, is simple interest. Interest will be assessed from the billing date through the date the remittance is received.
2. Reports to Consumer/Commercial Credit Reporting Agency. Bills 60 days delinquent may be reported to a consumer/commercial credit reporting agency.
3. Assessment of Administrative Charges. 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.
4. Referral to Debt Collection Agency. Bills over 90 days past due will be turned over to a collection agency.
5. Penalty Interest Charge. An assessment of a 6 percent, simple interest penalty charge will be made for each day the bill is delinquent if the debt becomes 90 days past due.
6. Fees. At the time the delinquent account is referred to a debt collection agency, the cost of utilizing that agency will be added to the debt.
7. DOJ and GAO Referrals. As circumstances warrant, debts may be referred to the General Accounting office (GAO) or the Department of Justice (DOJ) for collection action.
8. Referral for Administrative Offset. As appropriate and after due process, delinquent debts may be offset within the Fish and Wildlife service and with other Government agencies by money owed to the debtor.

Numbers 1, 3, and 5 will not apply if contract or agreement prohibits the charge of interest or charges, or if it explicitly states the interest or charges that apply to the claims involved.

Payments received are first applied to penalties and administrative charges, second to accrued interest, and third to the principal.