

Part 512 – Conservation Program Contracting

Subpart J – Exhibits

512.91 Debt Collection Letter

(Insert date)

(Insert name and address of participant)

Dear (Insert participant's name):

We have discovered an error in the \$_____ payment you recently received on (insert program) contract no. _____, resulting in a \$_____ overpayment to you. Under contract item number _____, you were erroneously approved for payment. [Add an explanation for the overpayment of this item.]

Based on this notification, a bill will be entered into the USDA National Finance Center's (NFC) IBIL (Internet Billing) system, which will submit a bill requesting payment for these amounts. Make the check payable to the **U.S. Department of Agriculture – NRCS**, and follow instructions on the bill. If your payment is not received within 30 days from the date of the NFC bill, interest will start accruing on the total amount requested in this letter. Collection of amounts due will follow procedures of the Debt Collection Improvement Act of 1996, and subsequent billings will be issued by our NFC. Unpaid bills accrue interest at the current value of funds rate published in the Federal Register by the U.S. Department of the Treasury.

Please write the contract number on the check for identification. Mail payments to the following address: USDA, National Finance Center, Administrative Collections, P.O. Box 790342, St. Louis, MO 63179-0342.

If you have any questions regarding the matter, please call _____, designated conservationist, at (____) _____.

Sincerely,

(Insert state contracting officer's name)
State Contracting Officer

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cc:

Designated Conservationist
Financial Manager