

**BAD DEBT COLLECTION THROUGH TREASURY
OFFSET PROGRAM (TOPS) SAMPLE REQUEST LETTER
FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

From: Morale, Welfare and Recreation Director (Name of Installation)
To: Navy Personnel Command (N-252S)

Subj: REQUEST FOR BAD DEBT COLLECTION THROUGH TREASURY OFFSET
PROGRAM (TOPS)

1. The following information is being provided to initiate bad debt collection through the Treasury Offset Program (TOPS):

- * Mandatory Information
- * Debtor Name (Last, First, Middle): _____
- * Social Security Number: _____ Rank/Rate/Position : _____
Branch of Service/Employer: _____
Duty/Work Address: _____
Duty/Work Phone Number: _____
- * Home Address: _____
Home Phone Number: _____
- * Check/Contract/Agreement Number: _____ Date: _____
- * Check/Contract/Agreement Amount: \$ _____
Name of Bank Returning Check: _____
- * Date Bank Returned Check: _____
Reason Bank Returned: _____
- * Service Charge Amount: \$ _____
Date Debtor Verbally Notified: _____
Date Debtor Notified by Letter: _____
- * Amounts Paid: \$ _____ * Date of Payments: _____
- * Date TOPS Letter Sent and Result: _____
Further Requests, Notifications and Responses: _____
- _____
- * If we are able to collect the debt, where should the amount be credited?
- * BLAS Coding: (Fund/Activity/GL Acct/Department) _____
- * SAP Coding: (Company Code/GL Acct/Cost Center or Customer No.) _____

2. If you have any questions related to the above information, our POC is _____, Comm _____, DSN _____, e-mail _____.

Signature

Date: _____
Fund No: _____

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Enclosure (10)
