

## CLAIMS COLLECTION LITIGATION REPORT

To:	Fm:																					
<b>Attention Claims Collection Unit</b>																						
Re:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 50%;"></td> <td style="width: 40%;">Is the total principal due.</td> </tr> <tr> <td style="text-align: center;">\$</td> <td></td> <td>Is the total interest due.</td> </tr> <tr> <td style="text-align: center;">\$</td> <td></td> <td>Is the total administrative charges due.</td> </tr> <tr> <td style="text-align: center;">\$</td> <td></td> <td>Is the total penalty charges due.</td> </tr> <tr> <td style="text-align: center;">\$</td> <td></td> <td>Is the total amount due.</td> </tr> <tr> <td></td> <td style="text-align: right;">%</td> <td>Is the annual interest rate.</td> </tr> <tr> <td></td> <td style="text-align: center;"><input style="width: 80px; height: 15px;" type="text"/></td> <td>Is the SOL date.</td> </tr> </table>	\$		Is the total principal due.	\$		Is the total interest due.	\$		Is the total administrative charges due.	\$		Is the total penalty charges due.	\$		Is the total amount due.		%	Is the annual interest rate.		<input style="width: 80px; height: 15px;" type="text"/>	Is the SOL date.
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This claim is referred to you for suit and such other action as you deem appropriate to enforce collection. The prior action taken by this agency and the information provided you complies fully with Federal Claims Collection Standards (4 CFR Parts 101-105). The documentation required by 4 CFR Parts 101-105 is attached and the information you have required follows.

### THE DEBTOR

1. Date of Birth:	2. Social Security Number:
3. Also known as:	4. Name used on note/application
5. Present <u>residence</u> :	6. Residence verified by/when:
	7. Present phone number:
8. Phone number verified by/when:	9. Debtor locator (skiptracing) information:

### THE CLAM

10. Basis of claim or cause of action:

11. Statute of Limitations (SOL) runs on:	12. Basis for SOL date:
13. First demand for payment made on:	14. First demand made by:
15. Method of first demand:	16. Last demand for payment made on:
17. Last demand made by:	18. Method of last demand:
19. Debtor's response:	20. Does debtor dispute claim:
21. Response, if any, to debtor's dispute:	22. Exhaustion of administrative remedies:
23. Compromise offered or elicited:  \$	24. Basis for compromise:
25. Response by agency or debtor:	26. Others legally responsible for debt:
27. Basis of liability by other parties:	

**ACCOUNT INFORMATION**

28. Certification of indebtedness:  \$ as of	29. Original principal owed by debtor:  \$
30. Total number/amount of payments made/credits:	31. Amount applied to principal:  \$
32. Amount applied to charges assessed, penalties and interest:	33. Balance due on principal:  \$
34. Balance due on charges assessed, penalties and accrued interest:  \$	35. Explain application of payments:
36. Debtor's last payment:  \$	37. Interest accrual date:

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**DEBTOR'S EMPLOYMENT**

38. Present employment:	39. Employment verified:
41. Salary verified:	40. Debtors salary: \$
43. Spouse's employment verified:	42. Spouse's employment:

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**DEBTOR'S ABILITY TO PAY**

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44. Having due regard for the exemptions to which the debtor is entitled under state and Federal law, the debtor's age and health, present and potential income, inheritance prospects, and the possibility that assets have been concealed or improperly transferred, the current credit report or financial statement attached (or other information found in the attached file) discloses the present or likely future availability of assets or income from which a substantial sum may be obtained by enforced collection proceedings:

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45. The following information will assist you in locating property in which the United States has a secured interest:

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46. The following information will assist you in locating other assets of the debtor:

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**VALUE OF CLAM**

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47. If discounted or sold in commerce, the fair market or asset value of this claim would be:

\$

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48. With due regard to the debtor's ability to pay, as defined by question 44, above, a reasonable and acceptable compromise offer by the debtor would be:

\$

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**TRANSFER OR DIRECT DEPOSIT OF FUNDS**

49. Accounting officer:	50. Agency accounting/disbursing officer code/symbol/number:
	51. Treasury designated appropriation symbol:

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Agency Employee Responsible for Handling the Claim:

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Attachments as listed:

**SUPPLEMENTAL SHEET FOR DETAILED ANSWERS**

Indicate Item numbers to which the answers apply.

If more space is required, use full sheets of paper the same size as this page. Attach all sheets behind page 5.