

Memorandum

To: Payroll Operations Division

From:

Subject: Other Taxable Income - Student Loan Repayment Benefit

Please disburse the Student Loan Repayment as authorized below:

Employee Name:

Social Security Number:

Department: DOI

Bureau: U.S. Fish and Wildlife Service

Lender:

Address:

Loan Number:

Gross Payment Amount: \$

Cost Account Number:

Reviewed by: _____
(Regional Personnel Officer) (Date)

Recommended by: _____
(Regional/Assistant Director) (Date)

Authorized by:

Director, U.S. Fish and Wildlife Service

Date: _____

Privacy Act Notice

Information on this form is protected by the Privacy Act. Disclosure may be made only to authorized persons according to 5 U.S.C. 552(a).