

# Reclamation Manual

## Directives and Standards

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### SAMPLE REPAYMENT AGREEMENT

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Tax ID No. or Social Security Number  
(Required for Repayment Agreement)

\_\_\_\_\_  
**Billing Document No.**

Pursuant to the Debt Collection Improvement Act of 1996, \_\_\_\_\_ has requested that he/she/they enter into a repayment agreement to meet an obligation to the Bureau of Reclamation under Bill for Collection No. \_\_\_\_\_.

As of \_\_\_\_\_, the total amount due, including principal, interest, and penalties is \$ \_\_\_\_\_. To liquidate this debt, \_\_\_\_\_ understands that:

1. Minimum monthly payments of \$ \_\_\_\_\_ must be made until the debt is repaid, over not more than a 3-year period. The first payment would be expected \_\_\_\_\_.

2. Interest and penalties will continue to accrue on the outstanding principal until the debt is completely paid off.

3. Any payments received are applied first to interest and penalty charges and then to principal.

4. There will be no monthly billing notices sent from the Bureau of Reclamation.

5. Payments will be mailed directly to:  
Bureau of Reclamation  
File No. XXXXX  
PO Box 60000  
San Francisco CA 94160-XXXX

6. **Payment documents will identify the bill for collection number BD \_\_\_\_\_.**

7. Upon failure of the debtor to make the agreed-upon monthly payment, the remaining debt will be automatically referred to the Treasury Offset Program for collection.

8. Any questions about the status of your account may be directed to \_\_\_\_\_ at the Bureau of Reclamation, Finance Office \_\_\_\_\_.

This is agreed to by the parties whose signatures appear below:

\_\_\_\_\_  
\_\_\_\_\_  
Regional Finance Officer  
Bureau of Reclamation

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Date