



DEPARTMENT OF THE TREASURY  
BUREAU OF THE FISCAL SERVICE  
WASHINGTON, DC 20227

October [ ], 2020

**MEMORANDUM FOR ALL CFOS, DEPUTY CFOS and Chief Credit Management Officials**

**FROM:** Daniel J. Vavasour, Assistant Commissioner  
Debt Management Services, Bureau of the Fiscal Service

**SUBJECT:** DMS Annual Requirements for FY 2020 Year-End and CY 2021 Activities

The U.S. Department of the Treasury's Bureau of the Fiscal Service, through Debt Management Services (DMS), plays a centralized role in the collection of debt owed to Federal agencies. The purpose of this memorandum is to communicate two upcoming requirements related to 1) FY 2020 year-end Treasury Report on Receivables reporting and 2) CY 2021 annual certification agreement for Federal nontax debts.

The *Treasury Report on Receivables and Debt Collection Activities (TROR)* is the primary means for federal agencies to report information on receivables and delinquent debt due from the public. All federal agencies who report TROR data must also provide a year-end certification and verification. The TROR certification confirms that the delinquent debt information reported on the TROR is accurate and that the relevant debts are legally enforceable. The TROR verification confirms that the ending receivables balance on the TROR reconciles to your agency's financial statements.

Agencies must also sign the annual *Agreement to Certify Federal Nontax Debts*, which covers the referral of Federal nontax debts to the Centralized Receivables Service (CRS), Cross-Servicing Program, and the Treasury Offset Program (TOP) for collection purposes. As described in the agreement, when an agency refers a debt to any of these programs, it is certifying, among other things, that the debt is valid and legally enforceable and that there are no bars to collection.

Attached to this memorandum are more details about the two requirements.

As a reminder, agencies must provide to Fiscal Service their new disbursement and disbursement adjustment Business Event Type Codes (BETCs) by **January 31, 2021**. Failure to do so will impact agencies' ability to receive collections via IPAC from Fiscal Service. For questions, agencies may contact Yolanda Smith, manager, Program Accounting Branch at [Yolanda.Smith@fiscal.treasury.gov](mailto:Yolanda.Smith@fiscal.treasury.gov).

We appreciate the opportunity to work with you to increase government-wide collections and ensure the continued success of the delinquent debt collection programs.

Enclosure

## DMS Annual Requirements for FY 2020 Year-End and CY 2021 Activities

### 1. Combined Fiscal Year End TROR Certification and Verification

**The certification and verification of the TROR for activity reported as of September 30, 2020 is due to DMS by December 11, 2020.** The requirements and instructions will be posted on DMS's website:

<https://fiscal.treasury.gov/dms/resources/debt-management-governmentwide-reports.html>

If an agency cannot verify and certify the accuracy of its receivables and debt collection information, the Chief Financial Officer or the agency head must provide an explanation and identify the bureaus or divisions that are unable to validate this information. The signed document should be scanned and sent via email to: [dms.tror@fiscal.treasury.gov](mailto:dms.tror@fiscal.treasury.gov)

Please contact John White at [john.white@fiscal.treasury.gov](mailto:john.white@fiscal.treasury.gov) or (202) 874-7131 if you have any questions.

### 2. Annual Agreement to Certify Federal Nontax Debts for CY 2021

**The CY 2021 Agreement to Certify Federal Nontax Debts is due to DMS by December 04, 2020.** Details regarding this agreement, including recent revisions, have been communicated to your agency's designated points of contact for debt management by our agency relationship manager.

If your agency does not provide a signed copy of this agreement to DMS by December 04, Fiscal Service may determine not to collect on new delinquent debts referred by your agency in 2021 and/or return prior referrals. Signed agreements should be scanned and sent via email to:

[Valencia.Thompson@fiscal.treasury.gov](mailto:Valencia.Thompson@fiscal.treasury.gov)

Please contact Valencia Thompson at [valencia.thompson@fiscal.treasury.gov](mailto:valencia.thompson@fiscal.treasury.gov) or (205) 912-6327 if you have any questions.