
29 C.F.R. § 1650.105

Notice of Debt.

(a) *Timing and contents of notice.* Notice of the Commission's intent to collect a debt by salary offset shall be given at least 30 days before salary offset deductions are to begin. The written notice shall include the following:

- (1) The Commission's determination that a debt is owed, including the origin, nature, and amount of the debt;
- (2) The Commission's intention to collect the debt by means of deduction from the employee's current disposable pay account until the debt and all accumulated interest, penalties, and administrative costs are paid in full;
- (3) The estimated amount, frequency, beginning date, and duration of the intended deductions;
- (4) An explanation of the Commission's policy concerning interest, penalties, and administrative costs;
- (5) The employee's right to inspect and copy the Commission's records pertaining to the debt or to receive copies of such records if the employee is unable personally to inspect the records, due to geographical or other constraints;

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