

45 C.F.R. § 607.4

Notice requirements before offset.

- (a) Salary offset shall not be made against an employee's pay unless the employee is provided with written notice signed by the Chief Financial Officer of the debt at least 30 days before salary offset commences.
- (b) The written notice shall contain:
 - (1) A statement that the debt is owed and an explanation of its nature and amount;
 - (2) The agency's intention to collect the debt by deducting from the employee's current disposable pay account;
 - (3) The amount, frequency, proposed beginning date, and duration of the intended deduction(s);

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