

Date:

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Dear

Based on your {telephone request on/letter dated} _____ regarding payment of your unpaid bill # _____ owed to the USGS, I am enclosing three (3) copies of an Agreement to Pay. The USGS is willing to accept the repayment terms indicated on the enclosed Agreement to Pay, based on you:

- signing and returning two copies of the Agreement to Pay to the address below no later than _____ (2 weeks from the date of this letter), and
- making all payments due under the Agreement to Pay on or before the dates that payments are due. The USGS is under no obligation to accept late or partial payments.

Please review the Agreement to Pay carefully to ensure that you understand the terms contained therein. Please note that if the Agreement to Pay and payments due are not received by the dates specified, the USGS will be required to refer the debt to the Department of the Treasury for additional collection and legal action.

Your check or money order is to be made payable to the USGS. Be sure to attach a copy of your bill to your payment and reference the bill number on your check to ensure proper credit. Payment is to be sent to:

U.S. Geological Survey
Attn: OFM-ARB
271 National Center
Reston, VA 20192

Please contact _____ at _____ if there are questions regarding the Agreement to Pay. We appreciate your cooperation in resolving this matter.

Sincerely,

Bill Number: _____

AGREEMENT TO PAY

I, _____, agree to the following as

() an individual debtor to the U.S. Geological Survey (USGS):

() an authorized representative of _____:

* As of _____, I owe \$ _____ to the USGS, as follows:

Principal	\$ _____
Interest	\$ _____
Administrative fee	\$ _____
Penalty	\$ _____

TOTAL AMOUNT I OWE: \$ _____

* I promise to pay the total amount I owe when due, as follows:

First payment of \$ _____ on or before _____, and

Following payments of \$ _____ on or before _____,

With Final Payment of \$ _____ due on or before _____.

* **If I fail to make any payment when due, then I understand that this Agreement to Pay may be terminated by the USGS. If this Agreement to Pay is terminated, the total unpaid amount that I owe will automatically become immediately due and payable. Failure to pay the amount due will result in the debt being referred to the Department of the Treasury for additional collection action or the Department of Interior Solicitor for litigation.**

* I HAVE READ THIS AGREEMENT TO PAY AND FULLY UNDERSTAND AND FREELY AGREE TO THE TERMS.

OFFERED BY: _____
(USGS Representative) (date)

ACCEPTED BY: _____
(Debtor) (date)

APPROVED BY: _____
(OFM) (date)

Mail each check or money order to: U.S. Geological Survey, OFM-ARB, 271 National Center, Reston, VA 20192. Be sure to include the bill number on each check in order to ensure proper credit.

Call _____ at _____ if you have any questions.