

Agency Name
Bureau Name
Program Name
P.O. Box 2411
Oshkosh, WI 54903



Agency/Bureau Logo

INVOICE

Centralized Receivables Service

CRS INVOICE NUMBER: 12345678

AGENCY REFERENCE: 444555

INVOICE DATE: 04/01/2013

FIRST NAME LAST NAME

ADDRESS LINE 1

ADDRESS LINE 2

ADDRESS LINE 3

CITY, ST 99999

DESCRIPTION	AMOUNT
(This is the place where Nature of Debt 1 will print on the Invoice. The purpose is to represent a clear definition of the debts from this Program. There is a maximum of 250 characters. Nature of Debt 2 to be entered by the Agency, not to exceed 250 characters to include spaces and punctuation.	\$3,846.96
TOTAL AMOUNT DUE ON OR BEFORE 05/01/2013	\$3,846.96

Payment in full is due now. If you have any questions concerning this invoice, contact the Centralized Receivables Service at 1-XXX-XXX-XXXX. The Centralized Receivables Service is a service provided by the U.S. Department of the Treasury to Federal agencies to assist in the management of accounts receivables.

Federal agencies are required to assess interest, administrative costs and penalties. Interest accrues at the annual rate of 1% from the Invoice Date. Administrative costs include processing and handling unpaid balances. You can avoid assessment of interest and administrative charges, if you pay the above amount on or before 05/01/2013. If any amounts remain outstanding after 90 days from the Invoice Date, we will assess a penalty on that amount at the rate of 6% from the Invoice Date.

You may inspect and copy records related to this invoice and request a review of the determination of the amount due by contacting the Centralized Receivables Service at 1-XXX-XXX-XXXX within thirty (30) calendar days of the Invoice Date. If you are unable to pay the full amount on or before 05/01/2013, please contact the Centralized Receivables Service immediately.

**Please see your payment options on the PAYMENT OPTIONS page.
Thank you for your timely payment!**

PAYMENT OPTIONS

You have the following options to make full payment of the amount due:

Payment by Internet: Make an on-line payment 24 hours a day/7 days a week using your checking/savings account or credit card at the Federal Government's secure Pay.gov website:
<https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=form#>

Payment by Phone: Make a payment by calling 1-XXX-XXX-XXXX between the hours of 7 AM and 7 PM Central Time, Monday through Friday, excluding Holidays. Please have your checking/savings account or credit card information available before calling.

Payment by ACH Credit: Make a payment by Automated Clearing House (ACH) through your financial institution. Payments by ACH must be submitted no later than the day before payment is due. Please contact the Centralized Receivables Service for more information on payment by ACH Credit.

Payment by Wire Transfer: Make an immediate payment through your financial institution via the Federal Reserve Bank's Fedwire Deposit system. Please contact the Centralized Receivables Service for more information on payment by Wire Transfer.

Payment by Check or Money Order: Make a payment by enclosing your check or money order with the payment coupon below. To ensure proper processing of your payment, write your full name and the CRS invoice number on the front of your check or money order. Please do not send cash. **Payments by check or money order must be mailed in time to be received by the payment due date.** When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

Contact the Centralized Receivables Service at 1-XXX-XXX-XXXX
with any questions about this invoice or available payment options.

Please detach the Payment Coupon below and return with your payment.

Payment Coupon

CRS Invoice #	12345678
Agency Reference #	444555
Date of Payment	
Amount Enclosed	

Send check or money order only to:
{Send to/Payable to Name}
{Remittance or Lockbox Address Line 1}
{Remittance or Lockbox Address Line 2, if present}
{Remittance Address Line 3, if present}
{Remittance Address Line 4, if present}
{Remittance or Lockbox City, ST Postal Code}

Make all checks payable to: {Send to/Payable to Name}

Agency Name
Bureau Name
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Oshkosh, WI 54903



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PAST DUE NOTICE

Centralized Receivables Service

CRS INVOICE NUMBER: 12345678
AGENCY REFERENCE: 444555
ORIGINAL INVOICE DATE: 04/01/2013
DATE OF THIS NOTICE: 05/02/2013
AMOUNT DUE: \$3,850.17

FIRST NAME LAST NAME
ADDRESS LINE 1
ADDRESS LINE 2
ADDRESS LINE 3
ADDRESS LINE 4
CITY, ST 99999

Please disregard this notice if you have already paid your debt in full or contacted us and made other payment arrangements.

According to our records, you have not paid your debt(s) owed to the Bureau Name. Payment is past due, and the current balance now due is \$3850.17. This includes the principal balance, accrued interest and administrative charges as applicable.

Principal balance: \$3,846.96
Interest at 1% per annum: \$3.21
Total due: \$3,850.17

The Nature of Debt 1 is placed in this location.

Federal agencies are required to assess interest, administrative costs and penalties. Interest continues to accrue at the annual rate of 1% from the Invoice Date. Administrative costs include processing and handling unpaid balances. If any amounts remain outstanding after 90 days from the Invoice Date, we will assess a penalty on that amount at the annual rate of 6% from the Invoice Date. To avoid additional charges, please pay the above amount immediately.

If you fail to pay the full amount within 60 days from the date of this letter, the Centralized Receivable Service will refer your debt to the U.S. Department of the Treasury for collection, at which time additional administrative fees of up to 30% will be added to your debt. In addition, the U.S. Department of the Treasury may take any or all of the following actions:

- Reduce any eligible Federal and State payments due to you.
- Refer your debt(s) to a private collection agency, which could result in increased costs to you.
- Refer your debt(s) to the U.S. Department of Justice to initiate litigation.
- Report the indebtedness to national credit bureaus.
- Report your debt(s) to the IRS as potential income.

You have the right to inspect and copy records concerning the debt(s) and request a review of the determination of the amount due. You also have the right to enter into a reasonable repayment agreement that is acceptable to the agency.

If additional rights and notifications apply to you, you will find a reference page immediately following this notice. Unless otherwise specified on the attached reference page, if you wish to exercise any of your rights, we must receive your request on or before 60 days from the date of this notice, by calling Centralized Receivables Service at 1-XXX-XXX-XXXX, or in writing at the following address:

Agency Name
Bureau Name
Program Name
P.O. Box 2411
Oshkosh, WI 54903

Your prompt attention to this matter is appreciated.

CRS Payment Servicing Specialist
1-XXX-XXX-XXXX

Please see your payment options on the PAYMENT OPTIONS page.

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Contact the Centralized Receivables Service at 1-XXX-XXX-XXXX
with any questions about this invoice or available payment options.

Please detach the Payment Coupon below and return with your payment.

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Make all checks payable to: {Send to/Payable to Name}

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If you fail to pay the full amount within 60 days from the date of this invoice, the Centralized Receivables Service will refer your debt(s) to the U.S. Department of the Treasury's Debt Management Services (DMS) for collection, at which time additional administrative fees of up to 30% will be added to your debt(s). In addition, DMS may take any or all of the following actions:

- Reduce any eligible Federal and State payments due to you.
- Refer your debt(s) to a private collection agency, which could result in increased costs to you.
- Refer your debt(s) to the U.S. Department of Justice to initiate litigation.
- Report the indebtedness to national credit bureaus.
- Report your debt(s) to the IRS as potential income.

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If additional rights and notifications apply to you, you will find a reference page immediately following this invoice. Unless otherwise specified in the attached reference page, if you wish to exercise any of your rights, we must receive your request on or before 60 days from the date of this Invoice.

Questions or requests to exercise any of your rights should be directed to the Centralized Receivables Service at 1-XXX-XXX-XXXX, or in writing to the following address:

Agency Name
Bureau Name
Program Name
P.O. Box 2411
Oshkosh, WI 54902

Your prompt attention to this matter is appreciated.

CRS Payment Servicing Specialist
1-XXX-XXX-XXXX

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Contact the Centralized Receivables Service at 1-XXX-XXX-XXXX

with any questions about this invoice or available payment options.

(payment coupon below this point will not be printed if the Payment by Check or Money Order is not selected as a Payment Option for the Program)

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