

STATE AGENCY LETTERHEAD

DATE

VENDOR NAME

VENDOR ID# XXXXXXXXXXXX

STATE AGENCY has processed the following payments to your company:

VOUCHER ID: XXXXXXXX

INVOICE #: XXXXXXXX

PAID AMOUNT: \$XXXXXXXX

This payment was processed through the State of Kansas Department of Administration, Kansas Treasury Offset Program (KTOP). Our office subsequently received notice that **\$XXXXXXXX of the payment was retained** by KTOP as their records indicate you have a delinquent debt owed to a federal government agency. The amount retained will be applied to your federal debt. This process is authorized by the Debt Collection Improvement Act of 1996, the Deficit Reduction Act of 1984 and is in accordance with K.S.A. 75-6216.

Although KTOP retained our payment, your office will need to credit our account for the amount of the payment processed as shown above. This letter is sent from our office to your company to ensure that our agency's account is properly credited with the payment, notwithstanding the offset affected by KTOP. This letter is not intended to provide official notice of the offset. Your office should receive an offset notice (on tan colored paper) from KTOP indicating where the federal debt is owed and a contact to call to obtain detailed information concerning the federal debt. A copy of the *Notice of Offset* we received is enclosed for your files.

If you have any questions about this letter, please do not hesitate to contact our office. If you have questions regarding the offsetting of our payment to the debt, contact KTOP at 785-296-4500. If you have questions or concerns about the federal debt, contact the federal agency to whom the federal debt is owed.

Sincerely,

STATE AGENCY