



National Finance Center Customer Notification

Administrative Billings and Collections System

April 24, 2018

Dear Customer:

Final Notice Regarding: Administrative Billings and Collections (ABCO) Forms Added to the Reporting Center.

As a reminder to our customers regarding bulletin [REPT 17-08, Administrative Billings and Collections \(ABCO\) Forms Added to the Reporting Center](#), dated November 18, 2017, and a follow up to the Customer Notifications issued on [January 18, 2018](#), and [February 23, 2018](#), several ABCO forms have been added to the Financial Reports menu on the Reporting Center with the capability to view and/or print.

Current Reporting Center users will not automatically have access to these forms. Access must be requested by the Agency Security Officer and must include the applicable Organization and Personnel Office Identifier (POI) information.

The National Finance Center (NFC) printed and mailed these notices to Agencies through Pay Period 03, 2018 (bill aging date of February 16, 2018). After this date, Agencies need to utilize the Reporting Center in conjunction with the Date to Print and Mail Schedule in order to print and mail their notices. A **schedule**, which lists when bills are available for printing and mailing, is available on the NFC Web site. A Customer Notification will be released each time that the schedule is updated.

It is extremely important for agencies to gain access to these forms. It is imperative that these notices are printed and mailed to the debtor timely. This will ensure the debtor is provided with proper due process and is aware of the pending garnishment. Without the proper notification the debtor will have unexpected garnishments from their pay, which could lead to escalated inquires.

Note: March 1, 2018 was the first date Agencies became responsible to print their own notices, per the schedule.

When a user selects **ABCO Forms** under the Financial Reports Menu on the Reporting Center, the following options for NFC Forms are displayed:

NFC1100 - Notice of Overpayment of Salary and Demand for Payment (Non-Treasury)

NFC1100 - TR - Notice of Overpayment of Salary and Demand for Payment (Treasury)*

NFC937 - Notice of Intent to Recover Past-Due Health Benefits from Salary (Non-Treasury)

NFC937 - TR - Notice of Intent to Recover Past-Due Health Benefits from Salary (Treasury)*

NFC937 - A - Notice of Intent to Recover Past-Due Life Insurance Premiums from Salary**

NFC937 - B - Notice of Intent to Recover Past-Due Health Benefits

*** For Treasury use only**

****For Smithsonian use only**

Note: NFC will continue to mail to employees NFC-Form 937, NFC-Form 937 TR, NFC-Form 937 A and NFC-Form 937 B. The 937 series stored on the Reporting Center are for the Agency records. Additionally, NFC-Form 631-Demand Notice for Payment, which are issued to separated employees, are not included on the Reporting Center. NFC will issue to the former employee and a copy will be mailed to the Agency.

If the ABCO Forms option is displayed under Financial Reports, then the user has access to their requested forms.

On the Financial Reports Menu, the user selects the ABCO form required. If there are no bills available for an Agency the user will receive the following messages:

Selection Criteria	Message Received
ABCO Forms	No ABCO Forms/Notices are available that meet your selection criteria
Agency/POI	No Agency/POI data are available that meet your selection criteria
Bill Date	No Bill Dates are available that meet your selection criteria
Debtor Name	No Debtors are available that meet your selection criteria

If the user can see ABCO Forms under Financial Reports but does not see certain POIs or receives one of the aforementioned warnings there is no need to submit a ticket regarding access as this indicates no data is available for the access granted.

As a future enhancement, NFC will implement a report for the Reporting Center that will display the bill count available for each Agency/POI based on the bill aging date.

This topic will be discussed during the next Reports User Group (RUG) meeting scheduled for Thursday, July 12, 2018.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized Agency representatives with questions concerning this notification should contact NFC's Contact Center at either 1-855-632-4468; via email to NFCcontactcenter@nfc.usda.gov or via the ServiceNow Customer Service Portal (CSP).