



## National Finance Center Customer Notification

# 2nd Reminder: Administrative Billings and Collections System

December 2, 2022

Reference Number: NFC-1668629082

Dear Customer,

This notification is to remind Agency personnel that bills established in calendar year 2022 related to gross income adjustments should be paid in full by December 31, 2022. If the debt is not paid in full by that date, the outstanding amount of the debt will be added to the gross income amount on the employee's W-2 at year's end.

Year-end processing for W-2s will begin on December 24, 2022. Therefore, payment must be received by the National Finance Center (NFC) no later than December 14, 2022. Payments received after December 14, 2022, but not later than December 31, 2022, will be processed; and a 2022 W-2C will be issued to the employee(s). Please refer to the following link for additional information:

[Year-End Salary Offset Tax Reminder](#)

Authorized Agency representatives with questions concerning this notification should contact the NFC Contact Center at 1-855-632-4468 or the ServiceNow Customer Service Portal at:

- Federated ServiceNow users: <https://nfcerp.servicenowservices.com/>
- Non-Federated ServiceNow users: [https://nfcerp.servicenowservices.com/sp\\_ess/](https://nfcerp.servicenowservices.com/sp_ess/)