**U.S. Department of Justice** **1400.03**

**Approved On: 20 September, 2013**

# DOJ Policy Statement

## PRIVATE COUNSEL OFFSET OF A DEBTOR'S FEDERAL PAYMENT

| | |
|---|---|
| **PURPOSE:** | This Policy Statement establishes Department of Justice policy and procedures for Private Counsel Offices which are under contract by the Department of Justice for debt collection services to refer post-judgment civil debts to the Treasury Offset Program (TOP). |
| **SCOPE:** | This Policy Statement applies to the Private Counsel Offices under contract by the Department of Justice for debt collection services, and under the oversight of the United States Attorneys' Offices. |
| **ORIGINATOR:** | Justice Management Division, Debt Collection Management Staff (DCM) |
| **CATEGORY:** | (I) Administrative, (II) Financial Management |
| **AUTHORITY:** | 5 U.S.C. § 552a; 5 U.S.C. § 5514; 26 U.S.C. § 6402; 31 U.S.C. § 3716; 31 U.S.C. §§ 3720A and D; 28 C.F.R. §§ 11.1-11.3; 28 C.F.R. §§ 11.10-11.12; 31 C.F.R. § 901.8 |
| **CANCELLATION:** | None |
| **DISTRIBUTION:** | This Policy Statement is distributed electronically to the components and Private Counsel referenced in the 'SCOPE' section as well as posted to the DOJ Directives electronic repository (SharePoint). |

**APPROVED BY:** *Dennis E. Dauphin*
*Director, Debt Collection Management*
*Justice Management Division*

# ACTION LOG

All DOJ directives are reviewed, at minimum, every five years and revisions are made as necessary. The action log records dates of approval, recertification, and cancellation, as well as major and minor revisions to this directive. A brief summary of all revisions will be noted. In the event this directive is cancelled, superseded, or supersedes another directive, that will also be noted in the action log.

| Action | Authorized by | Date | Summary |
|---|---|---|---|
| Initial Document Approval | Dennis E. Dauphin | 20/09/2013 | DCM Treasury Offset Program |

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# GLOSSARY OF TERMS

## DEFINITIONS

| Term | Definition |
|---|---|
| **Component** | An Office, Board, Division, or Bureau of the Department of Justice as defined in 28 C.F.R. § 0.1. |
| **Debtor** | A person who owes a civil debt to the United States. |
| **Litigating Components** | For the purposes of this Policy Statement these are: Antitrust Division, Civil Division, Civil Rights Division, Criminal Division, Environmental and Natural Resources Division, Tax Division and the United States Attorneys' Offices. |
| **Offset** | A reduction or withholding of a federal payment owed to a debtor to satisfy a debt. |
| **Overpayment** | A type of refund that occurs when the amount of the offset is greater than the debt balance, the overpayment amount the PC may return to the debtor. |

## ACRONYMS

| Acronym | Meaning |
|---|---|
| **ACH** | Automated Clearing House |
| **CDCS** | Consolidated Debt Collection System |
| **C.F.R.** | Code of Federal Regulations |
| **DAOG** | Debt Accounting Operations Group |
| **DCM** | Debt Collection Management Staff |
| **DMM** | Debt Management Module |
| **DOJ** | Department of Justice |
| **EIN** | Employer Identification Number |
| **EOUSA** | Executive Office for United States Attorneys |
| **FMIS** | Financial Management Information System |
| **FMS** | Financial Management Service |
| **JMD** | Justice Management Division |
| **NCIF** | Nationwide Central Intake Facility |
| **NOI** | Notice of Intent |

| | |
|---|---|
| **PC** | Private Counsel |
| **POC** | Point of Contact |
| **SSN** | Social Security Number |
| **TAR** | Taxpayer Address Request |
| **TIN** | Tax Identification Number |
| **TOP** | Treasury Offset Program |
| **Treasury** | Department of the Treasury |
| **U.S.C.** | United States Code |
| **USAM** | United States Attorneys' Manual |
| **USAOs** | United States Attorneys' Offices |

## I. Policy

The Treasury Offset Program (TOP) is a centralized offset program, administered by the Department of the Treasury (Treasury), Bureau of Fiscal Service, to collect delinquent nontax debts owed to federal agencies and states, in accordance with current federal laws. The Justice Management Division (JMD), Debt Collection Management Staff (DCM), manages this program for the Department of Justice (DOJ) and routinely refers debts handled by DOJ litigating components to TOP once a judgment has been obtained and other Treasury mandated criteria have been met. Historically, debts handled by Private Counsel (PC) have not been referred to TOP. This Policy Statement requires PC to begin referring eligible civil debts to TOP. DCM also manages DOJ's PC program and will oversee the PC's use of TOP.

### A. Notice to the Debtor

Prior to referring a civil debt to TOP, the debtor will be provided with a Notice of Intent (NOI) to offset. The NOI will provide the reason and amount of the claim, the intention of DOJ to collect the claim through administrative offset, and a statement explaining the rights of the debtor. Required information and steps for processing the NOI are included in the DOJ Instruction 1400.03.02, Private Counsel Offset of a Debtor's Federal Payment.

### B. Debt Eligibility Criteria for TOP

DCM refers a civil debt to TOP 60 days after the date the NOI was sent to the debtor. Required information and steps for referring debts to TOP are included in DOJ Instruction 1400.03.02, Private Counsel Offset of a Debtor's Federal Payment.

### C. Debts that are Not Referable to TOP

DCM does not refer the following civil debts to TOP:[1]

1. Debts that are paid in full;
2. Debts with a balance of less than $25;
3. Debts that are in foreclosure; or
4. Debts that have a bankruptcy cause of action where the override flag has not been selected.

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[1] 31 C.F.R. § 285.5 Payments excluded from offset under this section, are available at http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=ddb0945b2607b8d6f6158457dd24d213&rgn=div8&view=text&node=31:2.1.1.1.24.1.5.5&idno=31

**D. Debts With Payment Plans**

The PC has the option to add or remove a debtor on a payment plan to and from TOP. Establishing or changing payment plans must be handled in accordance with the applicable requirements, terms and conditions of the PC contract.

**E. Federal Payments Eligible for Offsets**

TOP offsets will include, but are not limited to, income tax refunds, salary, travel advances and reimbursements, retirement payments, vendor payments and some Social Security benefit payments.

**F. Removal from TOP**

DCM's process to remove a debtor from TOP may take up to four (4) weeks from the date of the request. A debt may be removed from TOP because (1) the debt has been paid in full, (2) the debtor files bankruptcy, (3) the case is closed, (4) in limited situations acceptable payment arrangements have been agreed, and (5) the debtor is deceased. See DOJ Instruction 1400.03.02 Private Counsel Offset of a Debtor's Federal Payment for details.

**G. TOP Refunds and Disbursements**

DCM will return to a debtor or payee, the amount collected on a debt when there is an approved request, when the debtor or payee no longer owes the United States, or as otherwise required by law. Refer to DOJ Instruction 1400.03.01, Treasury Offset Program Refunds and Disbursements for details.

**H. Taxpayer Address Request**

The Taxpayer Address Request (TAR) program is not directly available to the PC; instead, the PC must contact its Contracting Officer Representative (COR) to utilize TAR to find an address. Refer to CDCS Job Aid, Taxpayer Address Request (TAR) for step-by step instructions.

**I. PC TOP Payments**

DCM will not pay contingency fee payments to PCs for collections received through TOP offsets.

## II. Questions and Comments

PC Offices with questions or comments regarding this Policy Statement should contact one of the DCM PC program Points of Contact (POCs) below, or e-mail your questions to DCMPrivateCounsel@usdoj.gov.

| POC: | TBD | TBD |
|---|---|---|
| Title: | TBD | TBD |
| Email: | XXXXXXXXXXX@usdoj.gov | XXXXXXXXXXX@usdoj.gov |
| Telephone: | 202.XXX.XXXX | 202.XXX.XXXX |
| Address: | Two Constitution Square<br>145 N. Street, Room XX.XXX<br>Washington, DC 20530 | Two Constitution Square<br>145 N. Street, Room XX.XXX<br>Washington, DC 20530 |

# APPENDIX A - TREASURY OFFSET PAYMENTS EXEMPT FROM OFFSET BY DISBURSING OFFICIALS

## TREASURY OFFSET PROGRAM
### Payments Exempt from Offset by Disbursing Officials
### (Non-tax Debt Collection)

| PAYMENTS EXEMPT BY FEDERAL LAW | | |
|---|---|---|
| **Payment Agency** | **Type of Payment** | **Statutory Exemption (U.S. Code)** |
| Department of Agriculture | Federal Crop Insurance indemnity payments | 7 U.S.C. § 1509 |
| Department of Defense | Survivors benefits (military retirement) payments | 10 U.S.C. § 1450(i) |
| Department of Education | Payments under a program administered by the Secretary of Education under Title IV of the Higher Education Act of 1965 | 31 U.S.C. § 3716(c)(1)(C) |
| Department of the Interior | Payments under a program administered by the Secretary of Education under Title IV of the Higher Education Act of 1965 | 31 U.S.C. § 3716(c)(1)(C) |
| Department of Labor | Longshore and Worker's Compensation Act Payments<br>Energy Employees Occupational Illness Compensation Program Payments<br>Federal Employees Compensation Program Payments | 33 U.S.C. § 916<br>42 U.S.C. § 7385(a)<br>5 U.S.C. § 8130 |
| Department of Labor/Social Security Administration | Payments under the Black Lung Benefits Act other than payments under Part B | 30 U.S.C. § 932(a) [incorporating 33 U.S.C. § 916] |
| Department of the Treasury | Payments under the tariff laws | 31 U.S.C. § 3701(d) |

| PAYMENTS EXEMPT BY FEDERAL LAW | | |
|---|---|---|
| **Payment Agency** | **Type of Payment** | **Statutory Exemption (U.S. Code)** |
| Department of Veterans Affairs | Payments of benefits under any law administered by the Secretary of Veterans Affairs, including:<br>* Pension programs<br>* Parents dependency and indemnity compensation programs<br>* Disability and death compensation<br>* Dependency and indemnity compensation<br>* Monetary educational assistance<br>* Monetary benefits under training (including work study allowances) and rehabilitation programs<br>* Special monetary benefits<br>* Life insurance payments<br>* Funeral and burial expenses<br>* Financial assistance for adapted housing and automobile equipment<br>* Minimum income widow<br>* Special allowance under 38 U.S.C. § 1312<br>* Attorney fees withheld from retroactive benefits for representation at the Board of Veterans Appeals<br>* Clothing allowance<br>* Apportionment funds<br>* Accrued benefits<br>* Child support withholdings<br>* Reimbursements for travel, medical, rehabilitation, and health care related needs and activities | 38 U.S.C.§ 5301(a) |
| Federal Emergency Management Agency | Payments made under the Cerro Grande Fire Assistance Act (covering claims resulting from the wildfire in New Mexico in May 2000) | Public Law 106-246 |

| PAYMENTS EXEMPT BY FEDERAL LAW | | |
|---|---|---|
| **Payment Agency** | **Type of Payment** | **Statutory Exemption (U.S. Code)** |
| Railroad Retirement Board | Tier 2 Railroad Retirement benefit payments | 45 U.S.C. § 231m |
| Social Security Administration/ Department of Health and Human Services | Payments made under the Social Security Act, except to the extent provided under 31 U.S.C. § 3716(c) [Debt Collection Improvement Act] | 31 U.S.C. § 3701(d) |

| PAYMENTS EXEMPT BY FEDERAL LAW FOR COLLECTION OF STATE NONTAX DEBTS AND PAST-DUE SUPPORT OBLIGATIONS | | |
|---|---|---|
| **Payment Agency** | **Type of Payment** | **Statutory Exemption (U.S. Code)** |
| See above | All payments listed above as "Payments Exempt by Federal Law" | See above |
| Department of Labor/Social Security Administration | Payments under the Black Lung Benefits Act | 30 U.S.C. § 3716(h)<br>30 U.S.C. § 932(a) [incorporating 33 U.S.C. § 916] |
| Railroad Retirement Board | Railroad Retirement benefit payments | 45 U.S.C. § 231m,<br>31 U.S.C. § 3716(h) |
| Social Security Administration | Payments made under the Social Security Act | 31 U.S.C. § 3701(d),<br>31 U.S.C. § 3716(h),<br>42 U.S.C. § 407 and<br>42 U.S.C. § 1383(d)(1) |

| PAYMENTS EXEMPT BY ACTION OF THE SECRETARY OF THE TREASURY (31 U.S.C. § 3716(c)(3)(B)) | |
|---|---|
| **Payment Agency** | **Type of Payment** |
| All Agencies | Federal Loan payments other than travel advances [see 31 C.F.R. §285.5 (e)(2)(vii)] |
| Department of Agriculture | Department of Agriculture, Food and Nutrition Services benefit payments made under the following programs:<br>* Food stamp program<br>* Nutrition assistance program for Puerto Rico<br>* Special supplemental nutrition program for women, infants, and children (WIC)<br>* WIC farmer's market nutrition program<br>* National school lunch program<br>* Summer food service program<br>* Child and adult care food program<br>* Special milk program for children<br>* School breakfast program<br><br>Payments made under the following Rural Development programs:<br>* Multi-Family Rental Assistance program<br>* Community Facilities direct loans and grants<br>* Single Family Housing-Homeownership direct loans and grants<br>* Single Family Housing-Technical Assistance grants<br>* Multi-Family Housing direct loans and grants<br>* Multi-Family Housing Preservation grants<br>* Business and Industry direct loans<br>* Intermediary Relending direct loans<br>* Rural Business Opportunity grants<br>* Rural Business Enterprise grants<br>* Rural Economic Development direct loans<br>* Water and Waste Disposal direct loans and grants |

| PAYMENTS EXEMPT BY ACTION OF THE SECRETARY OF THE TREASURY (31 U.S.C. § 3716(c)(3)(B)) | |
|---|---|
| **Payment Agency** | **Type of Payment** |
| Department of Health and Human Services | Payments under the following:<br>* Vaccine Injury Compensation Program (other than death benefits)<br>* Tribal Law 93-638 Contracts/Compacts<br>* National Institutes of Health Clinical Center patients<br>* Ricky Ray Hemophilia Relief Fund Act of 1998 (Ricky Ray Fund)<br><br>Payments to small, non-profit organizations and/or Indian Tribes/Tribal organizations serving areas for which no alternative organization is available to provide the grant-specific services under the following programs:<br>* Head Start<br>* Abandoned Infants<br>* Native American<br>* Transitional Living<br>* Refugee Assistance-Voluntary Agency<br>* Community Services Block Grant<br>* Refugee and Entrant Assistance<br>* Family Support Center and Gateway Demonstration<br>* Runaway and Homeless Youth<br>* Drug Education and Prevention for Homeless Youth<br>* Youth Initiative and Youth Gangs<br>* Older American Grants for Native Americans<br>* Coverage Gap rebate payments for eligible Medicare Part D enrollees (temporary) |

| PAYMENTS EXEMPT BY ACTION OF THE SECRETARY OF THE TREASURY (31 U.S.C. § 3716(c)(3)(B)) | |
|---|---|
| **Payment Agency** | **Type of Payment** |
| Department of Housing and Urban Development | Payments under the following programs:<br>* Annual Contributions for Operation of Low-Income Housing Projects<br>* Contributions for Low-Income Housing Projects (Development)<br>* Public Housing Modernization Program (Modernization)<br>* Lease Adjustments<br>* Section 8 Low-Income Housing Assistance (Rental Voucher Program<br>* Section 8 Counseling; Family Self Sufficiency (excluding payments for administrative costs)<br>* Revitalization of Severely Distressed Public Housing (Hope VI)<br>* Public and Assisted Housing Drug Elimination<br>* Family Investment Centers<br>* Indian Homeownership Program (Mutual Help Homeownership) grants<br>* Hope 3 Program (HOPE for Homeownership of Single Family Homes)<br>* Home Program (HOME Investment Partnerships)<br>* Section 8 Payment<br>* Rental Assistance Section 236<br>* Direct Loans for the Elderly or Handicapped Section 202<br>* Rental Supplements (Section 101)<br>* Safe Neighborhood Grants<br>* Drug Elimination Grants<br>* Two Homeless Assistance Programs (Supportive Housing, Emergency Shelter Grants, Shelter Plus Care Program and Section 8 Moderate Rehabilitation Single Room Occupancy Program)<br>* Home Equity Conversion Mortgage Program<br>* Flexible Subsidy Program<br>* Mark-to-Market Portfolio Reengineering Demonstration Program<br>* Community Development Block Grants to municipal governments, counties and townships<br>* Housing Opportunities for Persons with Acquired Immune Deficiency Syndrome (HOPWA)<br>* Grants to Historically Black Colleges and Universities<br>* Service Coordinator and Congregate Housing Services Programs |
| Department of the Interior | *Payments made to Indian tribes and tribal organizations under the provisions of the Indian Self- Determination and Education Assistance Act.<br>*Payments made under the Bureau of Indian Affairs Welfare Assistance Program |
| Department of Justice | *Payments to eligible claimants pursuant to the September 11th Victims Compensation Fund |

| PAYMENTS EXEMPT BY ACTION OF THE SECRETARY OF THE TREASURY (31 U.S.C. § 3716(c)(3)(B)) | |
|---|---|
| **Payment Agency** | **Type of Payment** |
| Department of Transportation | *Payments made to Indian tribes and tribal organizations for the Indian Reservation Road program under the provisions of the Indian Self-Determination and Education Assistance Act (ISDEAA).<br>*Tribal Transit Program payments made to Indian Tribes to provide public transportation on Indian reservations under the provisions of the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: a Legacy of Users (SAFETEA-LU).<br>*Federal Highway Administration and other Federal agencies authorized to make payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) for displaced individuals and businesses. |
| Federal Emergency Management Agency | Federal Emergency Management Agency payments under the following disaster relief and emergency assistance programs:<br>* Individual & family grant program<br>* Disaster housing<br>* Crisis counseling assistance & training<br>* Disaster unemployment assistance<br>* Cora Brown fund (disaster aid)<br>* Community disaster loan<br>* Public assistance to states & local governments<br>* Fire suppression assistance<br>* Urban search & rescue<br>* Assistance to Firefighters Grant Program |
| Pension Benefit Guaranty Corporation | Pension Benefit Guaranty payments as follows:<br>* Premium refunds to pension plans and plan sponsors<br>* Financial assistance to multiemployer plans<br>* Contractor bank payments to participants and beneficiaries |
| Public Defender Service for the District of Columbia | Salary payments in excess of 15% of disposable pay paid to employees of the Public Defender Service for the District of Columbia |
| Social Security Administration | Social Security Supplemental Security Income (SSI) benefit payments<br>Federal Old-Age, Survivors, and Disability Insurance (OASDI) benefits being offset internally by SSA |

# APPENDIX B - CERTIFICATION CIVIL DEBTS ONLY

## CERTIFICATION CIVIL DEBTS ONLY
## TREASURY OFFSET PROGRAM (TOP)

FROM: DOJ Litigating Component

[OFFICE CODE]

Date of this certification: [DATE]

**CERTIFICATION - TREASURY OFFSET PROGRAM (TOP)**

The DOJ Litigating Component [OFFICE CODE] agrees that:

I. This Certification covers all debts, including updates, changes, and modifications (debts) submitted on or after the date of this Certification Agreement, by DOJ Litigating Component [OFFICE CODE] to the Bureau of Fiscal Service, a bureau of the U.S. Department of the Treasury, for collection through the Treasury Offset Program (TOP);

II. Each time DOJ Litigating Component [OFFICE CODE] submits a Debt to be Added to TOP, the DOJ Litigating Component [OFFICE CODE] is certifying the Debt;

III. The DOJ Litigating Component [OFFICE CODE] certifies to the U.S. Department of the Treasury, under penalty of perjury pursuant to 31 U.S.C. § 3716, 31 U.S.C. § 3720A, 5 U.S.C. § 5514, and 28 U.S.C. § 1746, that to the best of my knowledge and belief, that the foregoing is true and correct.

1. **Valid Debts.** The debts are valid and legally enforceable in the amounts stated. The DOJ Litigating Component [OFFICE CODE] will properly credit collections to the delinquent debtors' accounts and notify the Debt Accounting Operations Group of any change in the amount, validity or legal enforceability of the debt.

2. **No Bar to Collection By Offset.** The debts are not subject to any circumstances that legally preclude or bar collection, including collection by offset. The debts are delinquent. There are no foreclosures pending with respect to any collateral securing a debt. The DOJ Litigating Component [OFFICE CODE] records do not show that any debtor owing a debt has filed for bankruptcy protection. Alternatively, the DOJ Litigating Component [OFFICE CODE] can clearly establish that any automatic stay has been lifted or is no longer in effect.

3. **Due Process Compliance for Administrative Offset and Tax Refund Offset.**

   a. The DOJ Litigating Component [OFFICE CODE] has complied with all of the provisions of 31 U.S.C. § 3716, 31 U.S.C. § 3720A, 31 C.F.R. §§ 285.2 and 285.5, and the Federal Claims Collection Standards, as may be amended, as well as other statutes, regulations and policies applicable to

collection by administrative offset and tax refund offset.

b. At least 60 days prior to the date of this certification, the DOJ Litigating Component [OFFICE CODE] has provided, or made a reasonable attempt to provide in accordance with applicable offset regulations, each debtor with:

   i. Written notification, at the debtor's most current known address, of the nature and the amount of the debt, the intention of the DOJ Litigating Component [OFFICE CODE] to collect the debt through administrative offset and tax refund offset, including offset of payments made by states, and an explanation of the debtor's rights;

   ii. an opportunity to inspect and copy the judgment order;

   iii. an opportunity to present evidence that all or part of the debt is not past-due or legally enforceable; and

   iv. an opportunity to enter into a written repayment agreement with the DOJ Litigating Component [OFFICE CODE].

c. The DOJ Litigating Component [OFFICE CODE] has considered any evidence presented by the debtor and determined that the amount of the debt is past-due and legally enforceable and there are no pending appeals of such determination.

d. The DOJ Litigating Component [OFFICE CODE] has, at minimum, made the following reasonable efforts to obtain payment of the debt: the demanded payment and provided the debtor with the notice and opportunities described in paragraph 3.B.

4. **Due Process Compliance for Salary Offset.**

a. DOJ Litigating Component [OFFICE CODE] has complied with all of the provisions of 5 U.S.C. § 5514 and 5 C.F.R. §§ 550.1101-1110, 31 C.F.R. § 285.7 as may be amended, as well as other statutes, regulations and policies applicable to collection by salary payments.

b. DOJ Litigating Component [OFFICE CODE] has provided, or made a reasonable attempt to provide, each debtor with the notice, opportunities, and considerations described in paragraphs 3.B. and 3.C. and the additional notices and opportunities, (including the opportunity for waiver consideration), required for salary offset.

5. **Interest and Penalties.** DOJ Litigating Component [OFFICE CODE] has complied with all of the provisions of 31 U.S.C. § 3717 and the Federal Claims Collection Standards, as may be amended, as well as other statues, regulations and policies applicable to DOJ Litigating Component's [OFFICE CODE] assessment of interest, penalties, and administrative costs. DOJ Litigating Component [OFFICE CODE] has provided a written notice to all debtors explaining the DOJ Litigating Component's [OFFICE CODE] requirements concerning the charges.

_____

Date

Signature of United States Attorney
Certifying Official

Print Name:

Title:

# APPENDIX C – CONSOLIDATED DEBT COLLECTION SYSTEM – SYSTEM CODES

| CONSOLIDATED DEBT COLLECTION SYSTEM - SYSTEM CODES | |
|---|---|
| **BKAD** | Civil Cause of Action Code for Bankruptcy Adversarial Proceeding |
| **BKBE** | Civil Cause of Action Code for Bankruptcy Chapter 11 |
| **BKBF** | Civil Cause of Action Code for Bankruptcy Chapter 12 |
| **BKBS** | Civil Cause of Action Code for Bankruptcy Chapter 7 |
| **BKBT** | Civil Cause of Action Code for Bankruptcy Chapter 13 |
| **COLN** | Civil Cause of Action Code for Tax lien/Foreclosure (28 U.S.C. § 2410) |
| **COMC** | Civil Cause of Action Code for Mortgage Foreclosures/Liens - U.S. Plaintiff (Use this when the government initiates the action.) |
| **Entity Type** | Entity type codes are as follows:<br>B Tribe<br>C Corporation<br>E Estate<br>F Federal Government Agency<br>G State or Local Government<br>I Individual / Sole Proprietor<br>L Local Government<br>M Miscellaneous Use/not Corporation<br>P Partnership<br>S State Government<br>T Trust & Fiduciaries<br>U Regulated Utility<br>X Exempt Organization<br>Z Citizen Group |
| **TELE** | Enforcement Event Code for documenting a telephone call with, Probationary Officer, Defendant, Victim, Counsel, etc. |
| **TK** | Event Activity Code for Tickler "A Reminder Notification in CDCS". |
| **TV** | Direct Payment Code for TOP Civil Offset Payment |

| CONSOLIDATED DEBT COLLECTION SYSTEM - SYSTEM CODES | |
|---|---|
| **VR** | Direct Payment Code for TOP Voluntary Payments using a Credit Card |
| **VT** | System Generated Direct Payment Code for TOP Voluntary Payments |