

APPLICATION FOR INTERNAL WRITE-OFF

SECTION A – COMPLETED BY PROGRAM OFFICE

DEBTOR NAME		CUSTOMER ACCOUNT NUMBER
INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT

In accordance with the Accounts Receivable Management Act and the State Administrative Manual, Section 8776.6, the following actions were taken in the collection efforts on the above mentioned outstanding accounts receivable transactions. The accounts receivable has been deemed uncollectible and has been determined that the cost to further collect will exceed the amount of the debt.

DGS Program Office Request: The DGS Program Office has requested the accounts receivables to be written-off.

Statement on Account: Statements were mailed monthly to the debtor indicating the aging on the accounts.

Collection Notices: Collection notices were mailed quarterly to the debtor on the aged accounts receivables.

Returned Mail: Postal Service returned mail as undeliverable or indicated recipient has moved and left no forwarding address, or forwarding address has expired.

Department of Motor Vehicles (DMV): Accessed DMV records for current mailing address.

Unable to Contact Debtor: Phone number is no longer in service and there is no forwarding number.

Phone Contact: The DGS Program Office has contacted the debtor to determine if there are any problems in paying the accounts receivable and discussed the services rendered and/or goods provided regarding the outstanding accounts receivables.

FTB Offset: Sent Franchise Tax Board (FTB) Offset Letter informing the debtor of the outstanding debt and the offset of any income tax refund. The debtor's name was submitted for the tax year(s) _____.

Court Settlement: Advised by the Legal Office or the Attorney General's Office not to pursue further collection efforts on this delinquent account.

Statute of Limitations (For Non-State Agencies only): The accounts receivable exceeds the 4 year Statute of Limitations per Code of Civil Procedures Section 337 of with regard to further collection efforts.

Bankruptcy: The debtor has filed Bankruptcy under Chapter Number _____.

Out of Business: The debtor is no longer in business.

Other: _____.

PREPARED BY		CONTACT PHONE NUMBER
AUTHORIZED BY	SIGNATURE	DATE

SECTION B – COMPLETED BY ACCOUNTING

RECEIVED BY	SIGNATURE	DATE
OFFICE OF FISCAL SERVICES MANAGER APPROVAL up to \$500		DATE
OFFICE OF FISCAL SERVICES CHIEF APPROVAL from \$500.01 - \$5000 (GC 14612)		DATE