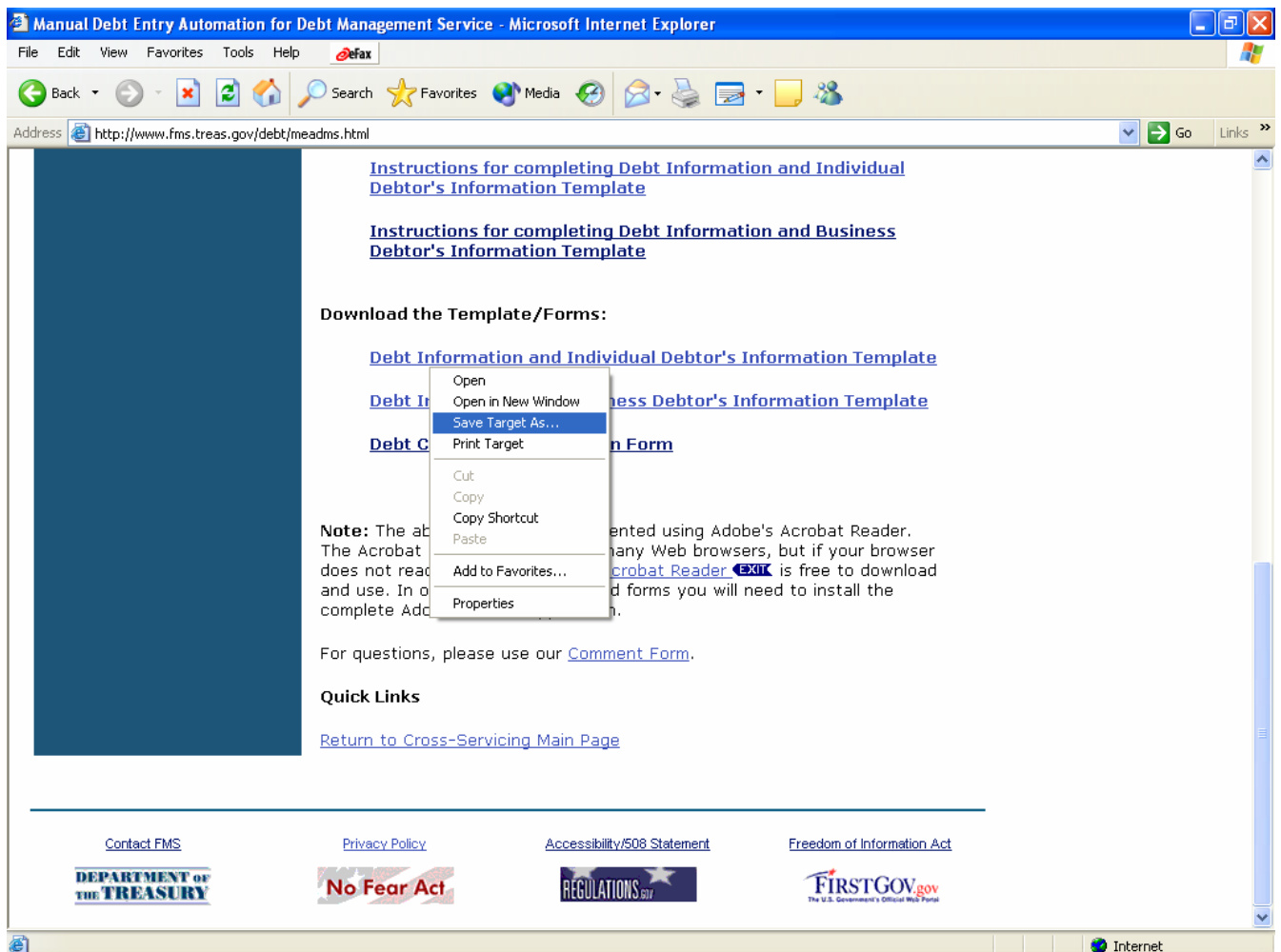


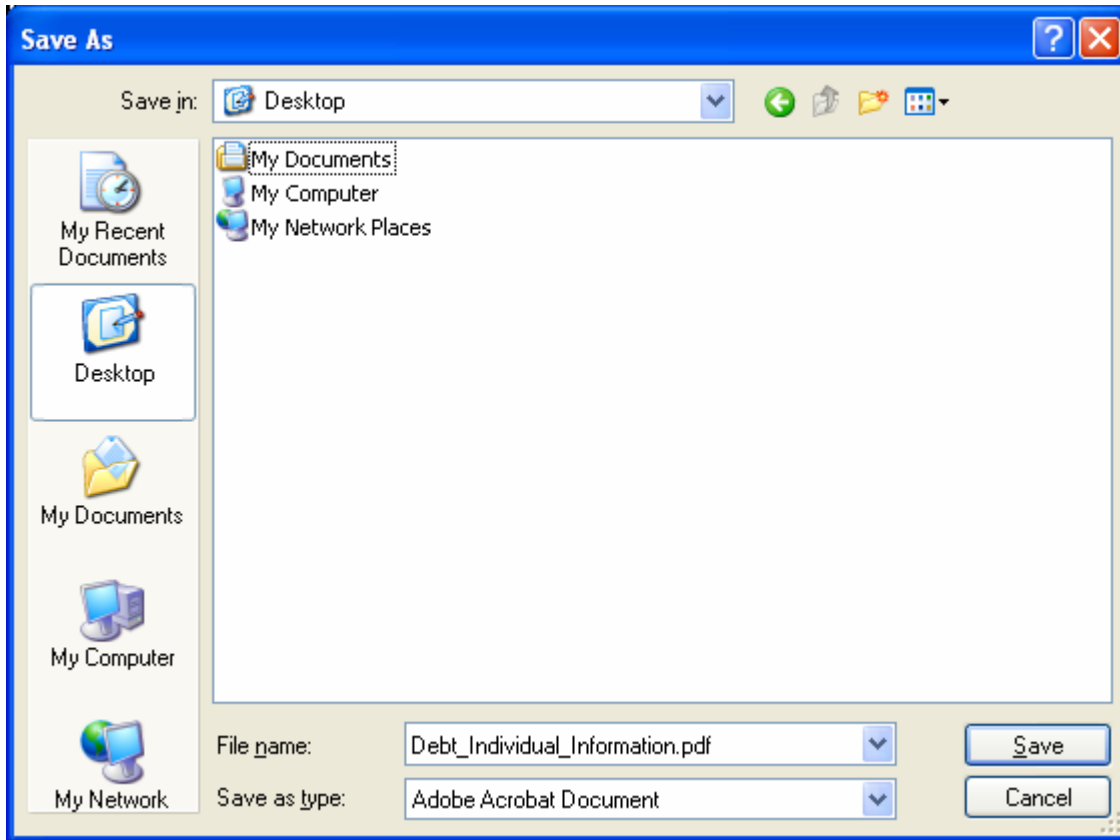
Instructions to complete and save the Debt Information and Individual Debtor's Information Template

[NOTE: In order to complete and SAVE the Debt Information and Individual Debtor's Information Template, you will need to install PrimoPDF (Free PDF Creator). Follow the link from the <http://www.fms.treas.gov/debt/meadms.html> Web Page, Section Download the Template/Forms, Note, and download PrimoPDF, which is free to download and use. Install PrimoPDF on your local computer, before you start entering data in the Template.]

- Open <http://www.fms.treas.gov/debt/meadms.html> Web Page in a Web browser
- Place your screen Mouse Cursor (hand symbol) on the **Debt Information and Individual Debtor's Information Template** from the Template/Forms Download section, and click on the **Right Mouse Button**



- Select **Save Target As** option from the list (shown above in the screen capture)
- Save the Adobe pdf file on your local Computer (shown below in the screen capture)



- Our recommendation is to create a **New Folder** on your local Computer, and save the Adobe pdf file in it

*(Note: The Adobe pdf file will be saved as **Debt_Individual_Information.pdf***

In order to enter data in the template, you will first have to create a new copy of the Adobe pdf file in our recommended format described below.)

- Recommended format for creating a New copy of the Adobe pdf file:

Identify the Number of Batches and the Number of Debts associated with each Batch

(example: Number of Batches = 2, Batch 1 has 2 Debts, Batch 2 has 1 Debt)

Create a copy of the saved Debt_Individual_Information.pdf on your local Computer

Rename the Debt_Individual_Information.pdf as

Debt_Individual_Information_BatchNumber_DebtNumber.pdf

Our above example will have the following files –

Debt_Individual_Information_Batch1_Debt1.pdf

Debt_Individual_Information_Batch1_Debt2.pdf

Debt_Individual_Information_Batch2_Debt1.pdf

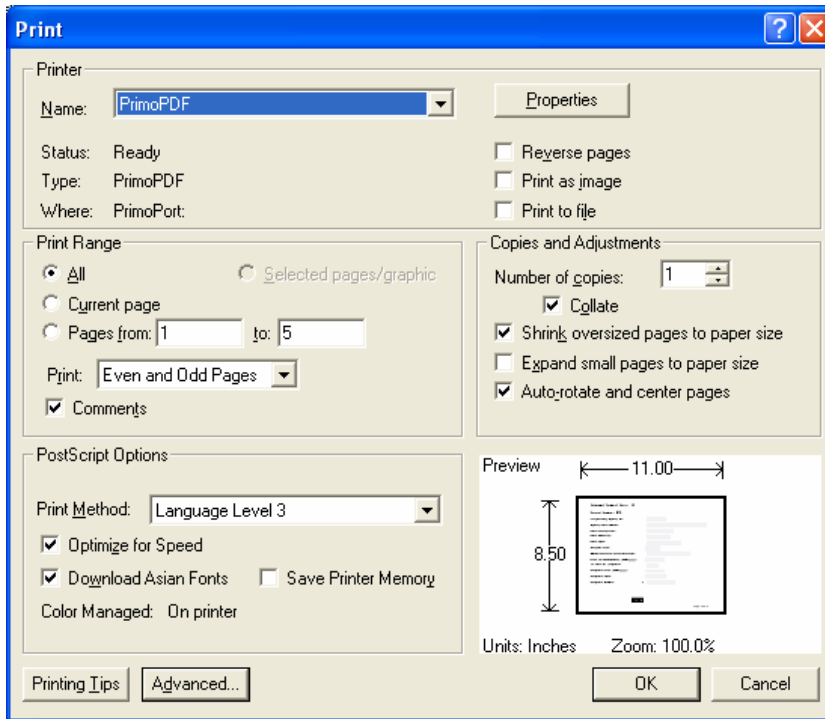
- Open the saved Template Adobe pdf file, one at a time and enter the data as described on the next page, titled **Enter Data on the Template**
- Upon completion of entering data on the Template, click on the Print Form button at the end of the Template (shown below in the screen capture)

The screenshot shows the Adobe Acrobat interface with a form titled "Debt_Individual_Information.pdf". The form contains the following fields:

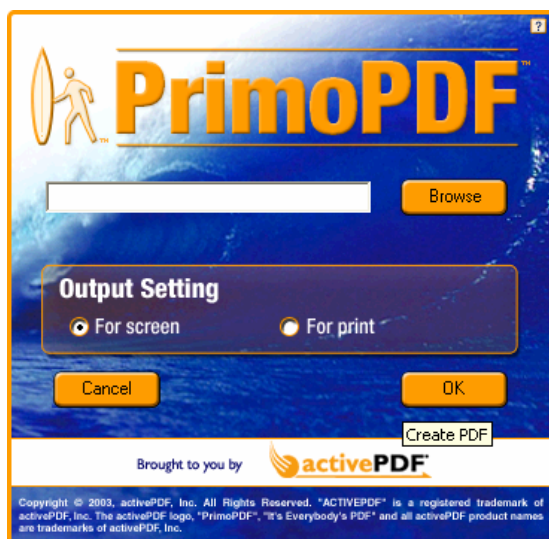
- Debtor's Association to Debt: [Dropdown menu]
- % Debt Owing: [Text input] %
- Guarantor/Co-Signer Name: [Text input]
- Employer Name: [Text input]
- E-City: [Text input]
- E-State: [Dropdown menu]
- E-Zip: [Text input]
- Country: [Text input]
- Phone (xxxxxxxxxxx): [Text input]
- Job Title: [Text input]
- Salary: \$ [Text input] per: [Dropdown menu]

At the bottom of the form, there are three buttons: "Clear Page 5", "Print Form", and "CLEAR ALL". The status bar at the bottom indicates "Page 5 of 5" and "11 x 8.5 in".

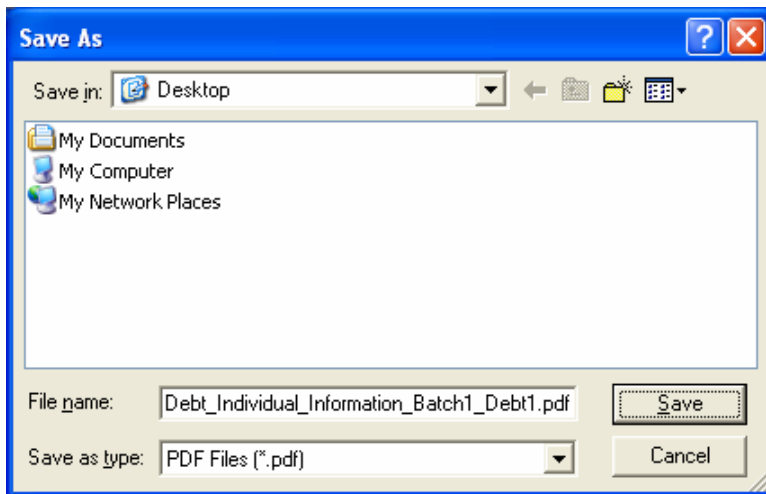
- Select PrimoPDF from the dropdown list in the Printer Name field and click on the Ok button (shown below in the screen capture)



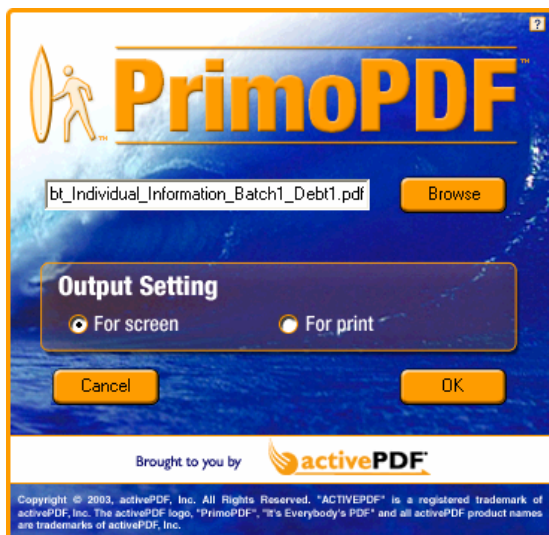
- Click on the Browse button from the PrimoPDF window (shown below in the screen capture)



- Enter the name of the pdf file, which was opened to enter data, in File Name edit field, and click on the Save button (shown below in the screen capture). In our example, the first pdf file would be **Debt_Individual_Information_Batch1_Debt1.pdf**
(Note: The screen capture below displays the file being saved on the Desktop. You will need to select your Folder, if you have created one on your local computer, to save the pdf file in that Folder.)



- The entered pdf file will be displayed in the Browse field. Click on the Ok button to save the pdf file with the data entered in it (shown below in the screen capture)



- Copy the saved Adobe pdf file as per their respective Batches on a diskette or CD, and label the diskette or CD with that information

Our above example will have two diskettes or CDs, one each for the two Batches

Disk/CD No. 1:

Debt_Individual_Information_Batch1_Debt1.pdf

Debt_Individual_Information_Batch1_Debt2.pdf

Disk/CD No. 2:

Debt_Individual_Information_Batch2_Debt1.pdf

Enter Data on the Template:

Originating Agency ID: Enter the 9 digit Agency ID that translates to your respective Agency/Bureau. This is a required field.

(Note: The Agency ID is provided by FMS, when your Agency profile is submitted. If you do not know your Agency ID, contact your Agency/Bureau liaison.)

Agency Debt Number: Enter the referring agencies debt number. This is a required field.

Debt Description: Select either Consumer (a personal activity) or Commercial (a business activity regardless of whether that activity has been undertaken by an individual or business) debt from the dropdown list. This is a required field.

Debt Security: Select either Secured or Unsecured type from the dropdown list. This is a required field.

Debt Type: Select either Administrative or Loan type from the dropdown list. Select Loan if money was supplied on credit, or select Administrative if other debt type applies. This is a required field.

Program Code: Enter the Agency/Bureau specific program code under which the debt arose. This is a required field.

(Note: The Program Code is provided by FMS, when your Agency profile is submitted. If you do not know your Program Code, contact your Agency/Bureau liaison.)

Administrative Classification: Select either Employee Advance, Fee, Fine, Grant, Miscellaneous Debt, Overpayment, or Penalty, when Debt Type selected is Administrative. Select Null field (no entry), when Debt Type selected is Loan.

Date of Delinquency: Enter the date field in mmddyyyy format. This is the date the debt became delinquent (as determined by each agency). This is a required field.

Is debt in judgment: Select either Yes or No from the dropdown list.

Judgment Date: Enter the date field in mmddyyyy format. This is a required field, only if debt in judgment field is selected Yes.

Judgment Type: Select either Consent, Default, Other, or Summary. This is a required field, only if debt in judgment field is selected Yes.

Judgment Amount: Enter the amount field with two decimal points format. This is a required field, only if debt in judgment field is selected Yes.

Original Value of Debt: Enter the amount of debt which should be the original principal amount with two decimal points format. This is a required field.

Principal: Enter the amount owed by the debtor to the government, excluding interest, penalties, administrative costs, fees and prepaid charges, with two decimal points format. This is a required field.

Financing Interest: Enter applicable amount of interest and late charges associated with the debt only if it is for a loan, with two decimal points format. This is a required field.

Additional Interest (Late Charge): Enter applicable amounts accrued and assessed on a delinquent debt for all other types of debt, with two decimal points format. An agency cannot charge both financing and late interest. Either financing or additional interest should be entered, not both. This is a required field.

Administrative Cost: Enter amount of costs incurred in processing and handling a delinquent debt, with two decimal points format. Costs should be accrued and assessed from the date of delinquency. This is a required field.

Penalty: Enter applicable amount of punitive charge assessed for delinquent debts assessed from the date of delinquency, with two decimal points format. This is a required field.

TOTAL: This field displays the Total Balance at time of referral to DMSC, which represents the sum of Principal, Financing Interest, Additional Interest, Administrative Cost, and Penalty associated with the debt. This is a system generated field only.

Type of Interest Rate: Select either Additional Late Charge or Financing Interest assessed as a cost of extending credit as distinguished from late payment interest charged on a delinquent debt, from the dropdown list.

Interest Rate: Enter percentage rate with two decimal points format.

Date of last interest calculation: Enter the date field in mmddyyyy format, the interest was last calculated. This is a required field, only if debt in judgment field is selected Yes.

Has debt been referred to Private Collection Agency for 1st referral: Select either Yes, if debt has been referred to a private collection agency by your agency, or select No, if it has not been referred, from the dropdown list.

Has debt been referred to Private Collection Agency for 2nd referral: Select either Yes, if debt has been referred to a second private collection agency by your agency, or select No, if it has not been referred, from the dropdown list.

Contact for Debt Inquiries: Enter the name of the key point of contact within the referring organization who can respond to questions about the debt.

Contact Phone No.: Enter the phone number of the key point of contact, in the format xxxxxxxxxxxx.

Agency Debtor ID: Enter the referring agencies number. This is a required field.

TIN: Enter Taxpayer Identification Number, which is either Social Security Number (SSN) or Employer Identification Number (EIN), without any dashes or spaces.

First Name: Enter the First Name of the debtor. This is a required field.

Middle Initial: Enter the Middle Initial of the debtor.

Last Name: Enter the Last Name of the debtor. This is a required field.

Generation: Select either Jr., Sr., I, II, III, IV, or V from the dropdown list, if applicable.

Gender: Select either Male, Female, or Unknown from the dropdown list.

Date of Birth: Enter the date field in mmddyyyy format.

Fed Civilian Employee: Select either Active, Neither, or Retired from the dropdown list.

Fed Military Employee: Select either Active, Neither, or Retired from the dropdown list.

Alias Type: Select applicable Alias Names, which is either Also Known As (AKA), Doing Business As (DBA), Formerly Known As (FKA) from the dropdown list, if applicable.

Alias Generation: Select either Jr., Sr., I, II, III, IV, or V from the dropdown list, if applicable.

Alias First Name: Enter the debtor's Alias First Name, if applicable.

Alias Middle Initial: Enter the debtor's Alias Middle Initial, if applicable.

Alias Last Name: the debtor's Alias Last Name, if applicable.

Address Line 1: Enter last known Address of debtor. This is a required field.

Address Line 2: Continuation of last known Address of debtor.

City: Enter last known City of debtor. This is a required field.

State: Select the last known State of debtor from the dropdown list. This is a required field.

Zip Code + 4: Enter last known Zip Code of debtor. This is a required field.

Phone Number: Enter last known Phone Number of debtor.

Primary Debtor: Select either Yes or No from the dropdown list. Select Yes, if the debtor is the person or entity who is liable for a debt.

Debtor in Bankruptcy: Select either Yes or No from the dropdown list.

Date of Bankruptcy: Enter the date field in mmddyyyy format, if applicable.

Bankruptcy Title: Select either 7, 11, 12, 13, or Unidentified from the dropdown list, if applicable.

Any Guarantors/Co-signers: Select either Yes or No from the dropdown list.

Relationship to Primary Debtor: Select either Self, Spouse, Sibling, Parent, Owner, President, Vice-President, Shareholder, or Other from the dropdown list, if applicable.

Debtor's Association to Debt: Select either Individual, Signer, Joint Account, Joint Contractual Liability, Deceased, Co-Signer, Authorized User, or On-Behalf-Of from the dropdown list.

% Debt Owning: Enter the percentage with two decimal points format, if applicable.

Guarantor/Co-Signer Name: Enter the First and Last Name of the Guarantor or Co-Signer, if applicable.

Employer Name: Enter the debtor's Employer's Name.

E-City: Enter the debtor's Employer's City.

E-State: Select the debtor's Employer's State from the dropdown list.

E-Zip: Enter the debtor's Employer's Zipcode.

Country: Enter the debtor's Employer's Country.

Phone: Enter the debtor's work Phone Number in xxxxxxxxxx format.

Job Title: Enter the debtor's Job Title.

Salary: Enter the debtor's Salary figure.

per: Select the debtor's salary figure periodicity from the dropdown list, which is either Weekly, Bi-Weekly, Monthly, Annually, or Other.