

Verification

All 4th quarter (year-end) reports must be **verified** by the submitting agency's Chief Financial Officer (CFO) or equivalent.

Verification of the Receivables Report means that the report has been reconciled to the agency's Audited Financial Statements or in its absence to the Federal Agencies Centralized Trial-Balance System (FACTS).

Only one verification per agency is to be submitted. The verification is to be submitted by the agency CFO or equivalent.

The verification should state that **the information presented in Part I, Section A, Ending Balance line of the "Report on Receivables Due from the Public" was reviewed and is reconciled to the receivable balances in the agency's (a) Form and Content -Audited Financial Statements, i.e., the Balance Sheet and (b) FACTS.** If the report is not reconciled to the Balance Sheet and FACTS, the verification should state so, with an explanation as to why verification is not possible. Agencies should also disclose the audit opinion of the Financial Statements or any issues regarding the pertinent accounts.

FMS acknowledges that there will be differences among the balances reported since the Receivables Report presents the gross book value of receivables as opposed to the net present value presented on the Audited Financial Statements and in FACTS. **Agencies are requested to define these differences and disclose any discrepancies in a separate document to be returned with the signed Certification/Verification.**

Note: Report accrued interest on this report the same as it is reported in FACTS and the financial statements, up to 180 days of delinquency. If interest is accrued on debts over 180 days delinquent and is included in FACTS submissions and on the audited financial statements, report it in the TROR with a footnote.

Include in the TROR all receivables for programs that are administered by the agency. Receivables are reported with the program that first generated the receivables unless there was a transfer by book entry to another entity.

Certification

All 4th quarter (year-end) reports must also be certified by the submitting agency's CFO or equivalent. Certification means that the delinquent debt information reported on the Receivables Report for cross servicing and offset in Part II, Section B, is correct and legally enforceable.

Only one certification per agency is to be submitted. The certification is to be submitted by the agency Chief Financial Officer or equivalent.

Questions:

Questions concerning the certification/verification process should be directed to:

Financial Management Service

Telephone Number: (202) 874-6660

Fax Number: (202) 874-7494

Only one Certification/Verification form **per agency** is to be submitted. The Certification/Verification form is submitted separately from the Receivables Report itself.

Due Date

The Certification/Verification form is due to FMS by December 15, 2004.

DMIS System Access

To receive access the DMIS System to view your agency's reports, a user ID can be issued by calling (205) 912-6205.

Where to Send

Once the Certification/Verification form has been completed and signed, please fax it to:

Certification/Verification Team

Financial Management Service

Debt Management Services

Agency Liaison and Reporting Division

Attn: Tom Kobielus, Room 444

Fax: (202) 874-7494