

Treasury Offsets

What is a Treasury Offset Notice?

A Treasury Offset Notice is a notification from the Federal Department of the Treasury, sent to inform the University that funds have been withheld from a federal payment. Funds are withheld due to an amount owed to a Federal Agency. Funds can be withheld for a variety of reasons, including: 1) a student's Veteran's Association payments have been reduced for dropping courses; 2) a federal sponsor disallowed some expenses in a sponsored project; 3) payroll tax withholding errors have occurred in another state. When an offset notice is received, that means that the funds have already been taken from a deposit. The Federal Offset program is similar to the Texas Warrant Hold process.

What does a Treasury Offset Notice look like?

A Treasury Offset Notice will look like the picture below. The address of the Department of the Treasury will be at the top. The middle section will list the Federal Agency for whom funds were withheld along with contact information, the amount withheld, and in some cases an account number.

000744

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
P. O. BOX 1686
BIRMINGHAM, AL 35201-1686



**THIS IS NOT A BILL
PLEASE RETAIN FOR YOUR RECORDS**

12/27/12

N88954494



UNIVERSITY OF HOUSTON SYSTEM



As authorized by Federal law, we applied all or part of your Federal payment to a debt you owe. The government agency (or agencies) collecting your debt is listed below.

Debt Management Center
Bishop Henry Whipple Federal Bldg.
1 Federal Drive
Suite 4500
St. Paul MN 55111
800-827-0648
PURPOSE: Non-Tax Federal Debt

TIN Num: 746-00-1399
TOP Trace Num: N88954494
Acct Num: [REDACTED]
Amount This Creditor: \$66.33
Creditor: 04 Site: 75

What do I do if I receive a Treasury Offset Notice?

All Treasury Offset Notices are to be forwarded to the Accounting Services in the UH Controller's Office, Attention Gretta McClain, Mail Code 0902. Scanned copies may be emailed to grmcclai@Central.UH.EDU

What does the Controller's Office and Accounting Services do about Treasury Offset Notices?

Accounting Services will contact the agency for whom the withholding occurred and work with that agency to identify the reason for the withholding, and to determine which department or campus incurred the debt. Accounting Services will then work with both departments to resolve the matter, including transferring funds.

If my department did not owe the debt, why are our funds being taken?

The Federal Offset program is based on the tax identification number, which for the University of Houston is our Federal Employer Identification Number. All system campuses and departments share this number, so appear to be the same place from the perspective of the offset program.