OPM FORM FOR AGENCIES TO SUBMIT FOR SETOFF

******Amount submitted must be in whole dollars and cannot be less than 20.00 ******

******DFA charges 5% for each employee to be placed on set off *******

Reminder to look at the original claim to see where it falls below: Current year/Current fiscal year collect: Gross – Taxes = Net Current year/Prior fiscal year collect: Gross – Taxes = Net

Prior Year/Prior fiscal year collect: Gross – FICA & FICA/MED ONLY. (up to 3 calendar years back)

Over 3 Calendar years back can't collect FICA & FICA/MED from IRS = Gross only.

Agency Number	Personnel Number	SSN#	Last Name	First Name	МІ	Amount of Claim	DFA Set off %	Total Amount	Total Whole Dollar Amount for Set Off
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
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							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
				1			\$0.00	\$0.00	\$0.00
				1	+		\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
				1			\$0.00	\$0.00	\$0.00
				1			\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00