



REQUEST FOR WRITE-OFF INSTRUCTION SHEET

Complete the top portion of the Request for Write-Off form including agency name, number and all other requested information in the blanks provided. The term "agency" shall refer to all State of Nebraska agencies, boards and commissions.

ACTIVITY DESCRIPTION means the source of the uncollectible debt. For example: services, communication, fees, programming, etc.

DATE DEBT INCURRED is the date that the debt was acquired.

AMOUNT is the dollar amount for the individual uncollectible debt and not the total agency write-off request.

1. Please classify the debt and the debtor. If the debt is from your agency or another State agency/division, please check the appropriate box and list the agency/division name on the blank provided. If there is not an option that identifies the debtor, then check the "other" box and describe the debtor.
2. Indicate how the debt became classified as uncollectible. If there is not an option provided that describes how the debt became uncollectible, check the "other" box and describe how the debt became classified as uncollectible.
3. Indicate why collection efforts have ceased. If there is not an option listed that describes why the debt is uncollectible, check the "other" box and provide the reason why collection efforts have ceased.
4. Indicate all collection efforts made by the agency. If there were additional collection efforts made that are not included in the listed options, please check the "other" box and describe the additional collection efforts made. This is an opportunity to show the agency's due diligence in trying to recover the debt.

AGENCY CONTACT PERSON is the person that may be contacted if there are any questions regarding a particular uncollectible debt of the agency.

Please be sure to attach supporting documentation regarding each debt and the collection efforts made. After completing a Request for Write-Off form for each uncollectible debt, submit one Claim for Damage or Injury form on behalf of the agency, with all Requests and supporting documentation attached.

Any questions regarding this process can be answered by the Office of Risk Management at 402-471-2551.