

### Guidelines for Submitting Past-Due Accounts to the Debt Setoff Program

1. Utilizing the attached Excel spreadsheet:
  - a) enter the social security number, name and dollar amount owed for any account that has become 30 days past due.
  - b) enter your department name and date of referral at the top of the spreadsheet.
  - c) enter your departmental Banner index at the bottom of the spreadsheet (this will be used for depositing any funds received from Debt Setoff).
2. Send the completed spreadsheet, via email or diskette, to the attention of LaVerne Gentry (lcgentry@vcu.edu), Debt Set-Off Coordinator, VCU Collection Unit, PO Box 843054.
3. Any changes to previously submitted accounts must be sent to LaVerne immediately, especially if the account is no longer due.
4. Monthly submissions to the Debt Setoff program is recommended to ensure all accounts 30 days or more past due are timely referred to the program.
5. If payments are received, you will receive written notice of name(s) and amount(s) received. Funds will be deposited directly to the Banner index specified on the referral spreadsheet.