

PROCEDURE REFERENCE:

RD Instruction 1951-C

PURPOSE:

Employee's written agreement for a different repayment schedule.

EMPLOYEE'S NOTICE TO THE AGENCY REQUESTING A DIFFERENT REPAYMENT SCHEDULE

(Use Agency Letterhead)

To (Enter applicable Agency name):

I, _____, (name of employee), agree to have \$_____ (amount employee wants withheld) withheld from my salary per pay period. Please check and complete one of the following:

- This amount exceeds 15 percent of my disposable pay per pay period which is \$_____ (15 percent of disposable pay per pay period).
- If the amount is less than 15 percent, it is based on the following reasons:

(List reasons)

(Employee's Signature)

(Date)

"Official Use Only"

_____Accepted

_____Rejected

(Certifying Official)

(Date)