

PROCEDURE REFERENCE : FmHA Instruction 1951-C  
PURPOSE : Used to notify Finance Office when an  
account should not have been offset and  
a refund is requested.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
FARMERS HOME ADMINISTRATION  
(Location)

Attn: Account Settlement Unit  
(Mail Code FC340C3)  
Finance Office

\$(amount) was recently offset from the (Federal payment, salary or IRS tax refund) due  
(borrower's name and case number). That amount was \$(amount up to total amount offset)  
in excess of the amount that should have been offset. The reason the amount offset was  
excessive is

Please generate a check for the refund amount to be forwarded to this office, and adjust the  
borrower's account accordingly.

Signature of Certifying Official  
Date  
State and County Code

cc: Debtor's case file for delinquent loans. For other debts, copy to "For Official Use  
Only" file.

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