



National Finance Center Customer Notification

Administrative Billings and Collections System

February 23, 2018

Dear Customer:

Third Notice Regarding: Administrative Billings and Collections (ABCO) Forms Added to the Reporting Center.

As a reminder to our customers regarding Bulletin REPT 17-08, Administrative Billings and Collections (ABCO) Forms Added to the Reporting Center, dated November 18, 2017, and a follow up to the Customer Notice issued on January 18, 2018, several ABCO forms have been added to the Financial Reports menu on the Reporting Center with the capability to view and/or print.

Current Reporting Center users will not automatically have access to these forms. Access must be requested by the Agency Security Officer and must include the applicable Organization and Personnel Office Identifier (POI) information.

The National Finance Center (NFC) will print and mail these notices to Agencies until Pay Period 03, 2018 (bill aging date of February 16, 2018). After this date, Agencies must utilize the Reporting Center in conjunction with the Date to Print and Mail Schedule in order to print and mail their notices. A [schedule](#), which lists when bills are available for printing and mailing, is available on the NFC Web site. A Customer Notification will be released each time that the schedule is updated.

Note: March 1, 2018 is the first date Agencies will be responsible to print their own notices, per the schedule.

When a user selects **ABCO Forms** under the Financial Reports Menu, the following options for NFC Forms are displayed:

NFC1100 - Notice of Overpayment of Salary and Demand for Payment (Non-Treasury)

NFC1100 - TR - Notice of Overpayment of Salary and Demand for Payment (Treasury)*

NFC937 - Notice of Intent to Recover Past-Due Health Benefits from Salary (Non-Treasury)

NFC937 - TR - Notice of Intent to Recover Past-Due Health Benefits from Salary (Treasury)*

NFC937 - A - Notice of Intent to Recover Past-Due Life Insurance Premiums from Salary**

NFC937 - B - Notice of Intent to Recover Past-Due Health Benefits

*** For Treasury use only**

****For Smithsonian use only**

Note: NFC will continue to mail to employees NFC-Form 937, NFC-Form 937 TR, NFC-Form 937 A, and NFC-Form 937 B. The 937 series stored on the Reporting Center or for the Agency records.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized Agency representatives with questions concerning this notification should contact NFC's Contact Center at either 1-855-632-4468; via email to NFCcontactcenter@nfc.usda.gov or via the ServiceNow Customer Service Portal.