



National Finance Center Customer Notification

Reminder: Administrative Billings and Collections System

December 1, 2021

Reference Number: NFC-1637607905

This notification is to remind Agency personnel that bills established in calendar year 2021, related to gross income adjustments, should be paid in full by December 31, 2021. If the debt is not paid in full by that date, the outstanding amount of the debt will be added to the gross income amount on the employee's W-2 at year-end.

Please note that debts established for deferred Old-Age, Survivors, and Disability Insurance (OASDI) withholdings are excluded from this process. Any unpaid balance related to a deferred OASDI debt will not be added to the gross income amount on the employee's W-2 at year-end.

Year-end processing for W-2s will begin on December 25, 2021. Therefore, payment must be received by the National Finance Center (NFC) no later than December 15, 2021. Payments received after December 15, 2021, but not later than December 31, 2021, will be processed; and a 2021 W-2C will be issued to the employee(s). Please refer to the following link for additional information:

[Year-End Salary Offset Tax](#)

Authorized Agency representatives with questions concerning this notification should contact the National Finance Center (NFC) Contact Center at 1-855-632-4468 or via the ServiceNow Customer Service Portal.

- Federated ServiceNow Users: <https://nfcerp.servicenowservices.com/>
- Non-Federated ServiceNow Users: https://nfcerp.servicenowservices.com/sp_ess/