

ADJP WAIVER/CANCELLATION REQUEST

DEPARTMENT	AGENCY	DATE OF REQUEST							
DEBTOR NAME		DEBTOR NUMBER							
BILL NUMBER(S)									
DEBTOR STATUS									
<input type="checkbox"/> On-The-Roll Employee <input type="checkbox"/> Separated Employee									
REASON FOR DEBT (MUST SELECT ONE)									
<input type="checkbox"/> Corrected Time and Attendance <input type="checkbox"/> FEHB <input type="checkbox"/> Salary Overpayment <input type="checkbox"/> Erroneous Cash Award/Bonus <input type="checkbox"/> FEGLI <input type="checkbox"/> Other (Explain)									
ABCO INTERNALLY USES THE FOLLOWING DEFINITIONS: PLEASE SELECT WAIVER OR CANCELLATION. SELECT ONLY ONE.									
Waiver is the Agency's forgiveness of an employee's debt.		Cancellation is an erroneous debt which should not have been generated.							
<input type="checkbox"/> Salary Overpayment <input type="checkbox"/> Other (Explain)		<input type="checkbox"/> Cancellation is Requested <input type="checkbox"/> Partial Cancellation is Requested							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">AMOUNT</th> <th style="width: 50%;">PAY PERIOD(S)</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"> </td> <td> </td> </tr> </tbody> </table>	AMOUNT	PAY PERIOD(S)			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">AMOUNT</th> <th style="width: 50%;">PAY PERIOD(S)</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"> </td> <td> </td> </tr> </tbody> </table>	AMOUNT	PAY PERIOD(S)		
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<p>To comply with various Debt Collection Regulations and to ensure the accurate correction of W-2s, provide an explanation of why the debt(s) was generated and is being waived or cancelled (attach additional pages if needed).</p> <div style="border: 1px solid black; height: 300px; width: 100%;"></div>									
AGENCY CONTACT	PHONE	EMAIL							
AUTHORIZED BY (Please print name)	TITLE OF AUTHORITY								
SIGNATURE OF AUTHORITY		DATE SIGNED							