

U.S.DEPARTMENT OF AGRICULTURE FOOD SAFETY AND INSPECTION SERVICE CANCELLATION OF YOUR GOVERNMENT-ISSUED VISA TRAVEL CARD		DATE FROM: Labor & Employee Relations Division 1400 Independence Ave., SW, Rm. 3175-S Washington, DC 20250	
EMPLOYEE NAME	EMPLOYEE ADDRESS	PAY IN FULL IMMEDIATELY ➡	PAST DUE BALANCE \$

A review was recently completed of a Charge Card Delinquency Report from Bank of America for employees located within your District/Program office. Monthly reviews of account activity and payment status ensure that employee travel accounts are current and used for official travel and official travel-related expenses according to Federal Travel Regulations.

The review shows that your Government Travel Charge Card is currently more than 90 days past due, has been suspended, and is at risk at being cancelled. If the account balance remains outstanding for more than 120 days, your charge card will be cancelled. Your ability to carry out your official travel obligations is impaired since you are unable to incur further charges against the account until the outstanding balance is paid in full.

Please note that if your account is cancelled, Bank of America may refer adverse information about your credit history to a credit bureau regarding your failure to pay. Bank of America may also pursue collection of this debt through an independent or in-house collection agency, or through mandatory wage withholding. Such actions, if taken, are at Bank of America's discretion and are not addressed by the Agency.

Please be advised that your repeated failure to make full payment to your account has resulted in your case being reviewed and considered for possible disciplinary and/or adverse action.

Please eliminate these past due charges in the amount shown above. Contact Bank of America on 1-800-472-1424 as soon as possible to make suitable arrangements for repayment before your account is cancelled. You are instructed to respond to this notice within 15 days of receipt. Please provide an explanation for the outstanding balance and your plan for repayment. Responses should be sent to the address above or faxed to 202-690-3938. A summary of your delinquent activity is being provided to your Deputy Administrator.