

Claiming Agency Name
Claiming Agency Contact Name
Claiming Agency Address

STATE OF COLORADO



(SAMPLE "NOTICE OF OFFSET" LETTER)

Debtor vendor name (same as printed on warrant)

/ /98

Debtor vendor address (same as printed on warrant)

NOTICE OF OFFSET

THE PAYMENT REFERENCED BELOW WAS OFFSET TO SATISFY ALL OR A PORTION OF YOUR INDEBTEDNESS TO THE STATE, PURSUANT TO THE COLORADO VENDOR OFFSET LAW, CRS 24-30-202.4. INFORMATION REGARDING THIS TRANSACTION APPEARS BELOW.

THE AMOUNT OFFSET (SHOWN BELOW AS THE "AMOUNT WITHHELD") SHOULD BE ACCOUNTED FOR ON YOUR BOOKS IN THE SAME MANNER AS IF IT WERE LEVIED OR GARNISHED BY THE CLAIMING AGENCY. THE PAYING AGENCY HAS SATISFIED THEIR OBLIGATION TO PAY YOU, AND THEIR CUSTOMER ACCOUNT SHOULD BE CREDITED FOR THE FULL AMOUNT VOUCHERED AS SHOWN ON THE STUB OF THE WARRANT. YOU MUST RETAIN THE STUB OF THE WARRANT FOR INVOICE AND PAYMENT DESCRIPTION INFORMATION. YOUR ACCOUNTS PAYABLE ACCOUNT TO THE CLAIMING AGENCY (E.G., FOR PAST DUE STATE TAXES, DEFAULTED STUDENT LOANS, CHILD SUPPORT ARREARAGES, OR OTHER DEBTS TO THE STATE) SHOULD BE REDUCED BY THE AMOUNT OF THE OFFSET.

YOU MAY CONTACT THE CLAIMING AGENCY LISTED BELOW FOR FURTHER INFORMATION REGARDING THIS TRANSACTION AND THE CURRENT STATUS OF YOUR INDEBTEDNESS TO THAT AGENCY.

WARRANT NUMBER:

AMOUNT WITHHELD:

CLAIMING AGENCY:

REFERENCE:

PHONE NUMBER:

TOLL FREE NUMBER:

TDD NUMBER:

TOLL FREE TDD NUMBER:

FAX NUMBER: