**Guidelines for submitting a debt for billing**

Bills are created in the Commerce Business System (CBS) to record a debt due to the government. In order to establish a bill the following needs to be submitted to the branch chief of Accounts Receivable:

1. A cover letter or memo from the program office describing the debt, the total amount due, a point of contact (POC), and the accounting code classification structure to apply to the debt.
2. Proof of debt. This can include but is not limited to: copies of receipts for damages, travel voucher, overpayment documentation, court documents or repayment agreements.
3. The last known address for the customer.
4. The tax identification number (TIN/EIN)

Accounts Receivable will supply a copy of the bill to the POC once the receivable has been established in CBS. All debts will be subject to federal delinquent debt collection standards.

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