

[Use Letterhead]

NOTICE OF INDEBTEDNESS AND INTENT TO WITHHOLD FUNDS

Notice Issued to:

Date Issued:

Email address: _____

Employee ID No: _____

Deadline to Respond:

Amount of Indebtedness: \$ _____

Description of Indebtedness: _____

Dear: _____

This notice is to inform you that based upon records in this office; you are indebted to the University of North Texas in the total amount shown above and for the reason(s) stated in the description. This notice is provided in accordance with University of North Texas policies, as well as UNT System Board of Regents Rules, Regulations and state or federal laws.

Pursuant to UNT Policy No. 2.2.26, *Employee Indebtedness Owed to the University*:

All accounts must be paid in full by their due date(s) or have an approved plan for repayment. Any past due indebtedness to the University may be referred to a collection agency and/or reported to the State Comptroller and assigned a Warrant Hold until all debts are satisfied.

If you believe that the amount of the debt is incorrect or that you do not owe a debt to the University, you may submit a written response and any supporting documents by the deadline shown above.

If you do not pay the debt, make appropriate payment arrangements, or submit a written response to dispute the debt by the date specified, the amount of the debt may be deducted from funds (other than compensation) due to you. If the debt is not satisfied with the first or subsequent deduction, deductions will continue to be made from all future payments (other than compensation) due until the debt is fully satisfied.

If you have any questions concerning this notice or your rights in this matter, please contact the office listed below. This is the only notice you will receive regarding this matter.

Send written response or questions to:

Name: University of North Texas
Student Accounting and University Cashiering Services
Collections Manager
Address: 1155 Union Circle #310620
Denton, TX 76203
Location: Eagle Student Service Center
1147 Union Circle, Room 105
Denton, TX 76203
Telephone: (940) 369-7525

Notice Issued by:

Name: _____

Title: _____

Signature: _____