

DEFENSE FINANCE AND ACCOUNTING SERVICE  
INDIANAPOLIS CENTER  
DEPARTMENT 3300 ATTN: HEARINGS  
8899 E 56<sup>TH</sup> STREET  
INDIANAPOLIS IN 46249-3300

**INFORMATION CONCERNING A PETITION FOR HEARING**

Under the Debt Collection Act of 1982, you have the right to request a hearing for the following reasons: to contest (1) the validity of the debt; (2) the amount of the debt; and/or (3) the terms of the proposed offset schedule. A hearing request, for the purpose of salary offset, is not a formal, in-person hearing of the parties involved, but is a written review of the records pertaining to the case. It is a paper hearing to validate the debt and ensure that you received due process in regard to the debt collection procedures. It is not an appeal to the reason for the debt, or a means to correct an injustice.

In order to request a hearing you must submit the enclosed Petition for Hearing and the supporting documentation identified on the form to the address above. You may include any other documentation that you feel will benefit your case. The Hearings Division will consider any documents submitted by you, or those that can be obtained from the Department of Defense and the Travel Card Agency.

If your Petition for Hearing is timely, it will suspend collection proceedings, to include the accrual of interest, penalties, and administrative charges until the hearing official issues a decision. A petition that is submitted late does not guarantee that the debt collection will be suspended; however, if the hearing determines that the debt is not valid, any money collected will be refunded to you.

In very rare instances will an oral hearing be granted. The Department of Defense will determine if your case warrants a paper, or an oral hearing. Oral hearings are considered when there is a question of credibility or veracity, and the hearing can not be fully conducted, or the indebtedness resolved by review of the documentary evidence only. You will be given sufficient time to prepare in the event an oral hearing is warranted.

# PETITION FOR HEARING

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INDIANAPOLIS IN 46249-3300

Name of Debtor: \_\_\_\_\_ SSAN: \_\_\_\_\_

Amount of Debt: \_\_\_\_\_

I request a hearing for the following reason(s): (Check all that apply)

- \_\_\_\_\_ (1) To contest the validity of the debt
- \_\_\_\_\_ (2) To contest the amount of the debt
- \_\_\_\_\_ (3) To contest the terms of the proposed offset schedule

Provide a brief statement to support your choice(s) above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Include any documentation that supports your statement, or will benefit your case. If you are contesting the terms of the proposed offset schedule, you must provide proof that the current repayment schedule (usually 15% of your disposable pay) will cause undue financial hardship to you and your immediate family. At a minimum, you must provide the following:

- (1) Your current earnings statement(s) (pay stubs), covering two months
- (2) Your monthly expenses, listed individually
- (3) Your proposed repayment plan, (what you think you can afford to pay)
- (4) Any additional information to support your financial hardship

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_