TO: College of William and Mary VENDOR
FROM: Accounts Payable Department
SUBJECT: Commonwealth of Virginia Debt Set-Off Collection Program

You are receiving this memo because the payment(s) being made to you and/or your organization in exchange for goods or services provided to the College of William and Mary (College) or the Virginia Institute of Marine Science (VIMS) were intercepted by the Virginia Department of Taxation under the Debt Set-Off Collection Program.¹ The Debt Set-Off Collection Program is a process for identifying and collecting delinquent debts owed to any of the Commonwealth of Virginia’s agencies from any payments being made by any of its agencies.

The Department of Taxation will be handling the processing of your payment(s) against the outstanding debt. If only partial payment is taken, you will receive the remaining balance and the check stub will indicate the amount taken for the debt owed and a written explanation will follow. If full payment is taken, nothing will be sent to you until the debt is satisfied. At this point when you are notified by the Treasury Department you may contest the claim to your payment.

At this point, the College or VIMS shows your account paid in full. If you have any questions you need to call the Department of Taxation Customer Service at 804-367-8031 as we do not have any information on the outstanding debt.

¹ Code of Virginia 2.2-4800 – 2.2 4808 The Virginia Debt Collection Act