

**Debt Collection Handbook**

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*Directive Number:* **1900.25**

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**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410-8000**

OFFICE OF THE CHIEF FINANCIAL OFFICER

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Special Attention of:

Transmittal: Handbook 1900.25 REV-5  
Issued: June 15, 2020

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**1. This Transmits:**

Revision 5 of Handbook 1900.25, *Debt Collection Handbook*.

**2. Explanation of Changes:**

This revision provides changes in the general policies and procedures for servicing debts owed to US Department of Housing and Urban Development (HUD) and debts owed by HUD employees to HUD and other federal agencies.

- a. This handbook has been revised to reflect the legislative, policy, and organizational changes within HUD since this handbook was last revised in April 2012, and since Change 2 was issued in March 2014.
- b. The Scope and Exclusions sections in Chapter 1 were merged, and a new Basic Debt Collection Process section was added.
- c. Updated the Handbook to incorporate the Digital Accountability and Transparency Act of 2014 (DATA Act) requirement to refer debts to the Treasury Offset Program within 120 days of delinquency.
- d. HUD's preference was changed to incorporate the Notice of Intent to Offset and Demand Letter into one document instead of sending two documents. The sample Demand Letter in Appendix 2 now incorporates the Notice of Intent to Offset.
- e. The new Notice of Return of Funds or Payment of Debt or Other Amount Due to HUD form has been added to this Handbook in Appendix 3.
- f. Several appendices have been removed as they are no longer needed.

**3. Filing Instructions**

Replace all copies of Handbook 1900.25 REV-4.