

NOTIFICATION LETTER OF SET-OFF

(date)

Phone: (number)

(name and address of debtor)

Dear (name of debtor):

You currently have a liability in the amount of (amount of liability) owing to (name of ministry) for (nature of liability).

Section 42 of *The Financial Administration Act, 1993* authorizes the set-off of any funds you have receivable from the Government or its agencies against any amounts owed to the Government or its agencies. Section 42 provides in part:

“42(1) Notwithstanding any other Act or law, the Crown and every public agency have the right to retain as a set-off, out of moneys due or payable to a person by the Crown or public agency:

- (a) any amount the person owes to the Crown or a public agency;
- (b) any overpayment that has been made by the Crown or a public agency;”

Pursuant to the above right of set-off, we have retained the amount of (amount to be set-off) from funds owing to you for (nature of the payable), and applied it against your above liability to (name of ministry).

Please call me if you have any questions or concerns.

Sincerely,