

## Bureau of Land Management Request for Late Fee Bill Waiver

INSTRUCTIONS		
1) Complete all fields. 2) Bill waiver s must be approved by the authorized officer or designated acting. 3) Bill waiver requests must be emailed to BLM CBS WaiveLateFee@blm.gov or faxed to the Collections and Billings Branch at 303-236-0685. 4) Place a signed copy of this request in all appropriate files.		
Office Name:	Office Code:	
Requester Name:	Phone Number:	
Organizational Code:	Request Date:	
CBS Bill Number:	RAS Bill Number:	
Original Bill Amount: \$	Late Fee Amount: \$	
Customer Name:	RAS authorization number:	
Reason for waiver: <input type="checkbox"/> Bill not mailed to the customer in a timely manner <input type="checkbox"/> Resource staff error <input type="checkbox"/> RAS bill error <input type="checkbox"/> Payment not receipted timely <input type="checkbox"/> Collection error (No BLM endorsement, payment applied incorrectly, payment misplaced, etc.) <input type="checkbox"/> Other (Explain):		
<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved <i>Do not send to CBS if disapproved</i>	Authorized Officer Name:  <hr/> Authorized Officer Signature: <i>(Sent by authorized officer if e-mailed)</i>	Date:

### Business Rules

1. **Resource Staff Error means** that a transfer is in process, the bill schedule was not updated correctly, etc. and the authorization was not put on hold to prevent a bill.
2. **Grazing Bill Due Date:** Regulations require that bills be paid on or before the due date printed on the bill. The bill due date is established by the earliest begin grazing date on the schedule, regardless of type-use. If the earliest begin date is before the bill date, then the bill due date will be same date as the bill date.
3. **Timely Payment:** BLM must receive payment before the close of business on the 15<sup>th</sup> day after the due date. The post mark, for mailed payments, shall not to be used to determine timely payment. Bill payment and late fee bill "crossing in the mail" is not a valid reason to waive the late fee bill.
4. **Billing for use during a transfer:** If grazing will occur during the transfer process, then bill the future permittee/lessee using the RAS non-permittee bill process. Don't wait until the transfer is completed.
5. **Late Fee Amount to be Waived:** Waivers are for the entire late fee amount. Enter the amount of the late fee.
6. **Filing:** A signed copy of each waiver request must be filed on page two of the grazing case file.
7. **Coordination:** The Authorized Officer must "cc" the appropriate Accounts person(s) on waiver requests emailed to the CBS Customer Service staff.