

AG-254 (07/13)

Texas A&M AgriLife
Administrative Services - Disbursements



Voluntary Offset

I _____, agree that the held payments listed on this notice or on an attached list can be applied as payment toward my liability to the State of Texas.

Signed _____ Date _____

Contact phone _____

Contact e-mail _____

Return authorization to:
Texas A&M AgriLife Disbursements
Attn: Kim Payne
2147 TAMU
College Station, TX 77843-2147

Or E-mail: kpayne@ag.tamu.edu

Or Fax to: 979-458-3242

If you have any questions regarding the voluntary offset, contact Texas A&M AgriLife Disbursements at 979-845-4764.

The form will not automatically clear the hold status. This form will allow Texas A&M AgriLife to forward funds currently held by Texas A&M AgriLife to the agency that has placed the hold. This form does not automatically apply to all future payments. This form is required to be submitted for each future payment to be forwarded to the hold agency.

It is your responsibility to follow up with the agency that has placed the hold to ensure that the hold status is cleared.