



DEPARTMENT OF THE TREASURY
BUREAU OF THE FISCAL SERVICE
WASHINGTON, DC 20227

OMB No.: NNNN-XXXX

Exp. Date: XX/XX/XXXX

INSERT DATE, 2015

Dear **INSERT SMALL BUSINESS POC NAME**,

We would like to invite you to participate in a discussion group about options for ways to make payments to the US Government. The U.S. Department of Treasury would like to learn more about the ways small businesses pay for government services. Your business has been identified as an entity that typically pays for government services using checks, cash or money order. We would like to discuss with you how your organization would be affected if there were a mandate requiring all non-tax payments made to the US Government be made using electronic means such as ACH transfers, credit or debit card transactions.

We hope that you will be able to attend a discussion group with other small businesses on **INSERT DATE, TIME, AND LOCATION**. Please respond by **INSERT RESPONSE DEADLINE** to **INSERT EMAIL ADDRESS**.

Thank you in advance for considering our request for your participation in the group discussion.

Sincerely,
Corvelli McDaniel
Assistant Commissioner, Revenue Collection Management
U.S Department of the Treasury
Bureau of the Fiscal Service