



**The Commonwealth of Virginia's Total Procurement Solution For Buyers and Sellers
Commonwealth of Virginia, Department of General Services, P.O. Box 562, Richmond, VA 23218**

**POLICY NOTICE
Collection Of Delinquent eVA Fees**

As a courtesy to our customers, the Department of General Services (DGS) is providing you this Policy Notice related to the collection of delinquent (past due) eVA Fees, as governed by the Virginia Debt Collection Act, Code of Virginia § 2.2-4800 through 2.2-4809.

In accordance with the provisions of the Virginia Debt Collection Act, you are required to remit the eVA "Payment Due" amount by the "Payment Due Date" specified on your eVA invoice. DGS is required to execute one or more of the following actions if you fail to remit eVA fees in accordance with this requirement.

- Your company's eVA registration will be deactivated for nonpayment and your company will no longer be eligible to conduct business with state agencies and local governments as an eVA-registered vendor.
- Active contracts between your company and state agencies will be terminated for default and associated goods and/or services re-procured from another source.
- Your company's delinquent account will be submitted for administrative offset through the Debt Set-Off Program administered by the Department of Taxation.
- Your company's delinquent account will be submitted for collection through the Division of Debt Collection of the Office of the Attorney General.
- Your company's delinquent account will be listed with a credit reporting bureau.
- Administrative charges and late payment fees may be imposed on your account.

To reduce errors and ensure accurate and timely posting of your payment to your eVA account, you must return the invoice payment coupon with your payment.

To obtain a copy of any previously issued invoice, or detailed invoice reconciliation reports, go to www.eVA.virginia.gov, click on Billing & Payment Portal, click on Invoice Detail & Reconciliation Reports, and follow the on-line screen prompts.

A copy of the Virginia Debt Collection Act (Code of Virginia § 2.2-4800 through 2.2-4809) can be accessed at Virginia's Legislative Information System website (<http://leg1.state.va.us/lis.htm>).

If you have questions regarding this notice, please contact the eVA Billing and Collections Customer Support Team:

Telephone: 866-289-7367 or 804-371-2525 (Select Option 2)
eMail: eVACustomerCare@dgs.virginia.gov

PLEASE NOTE: This Policy Notice does not constitute a demand for payment of eVA fees that fall within the scope of a bankruptcy case filed under the United States Bankruptcy Code, which is codified as Title 11 of the United States Code.