**CREDITOR AGENCY INFORMATION**

|  |  |
| --- | --- |
| 11-digit KDRS  Agency Number: |  |
| Agency Name: |  |
| Sub-Department: |  |
| Address: |  |
| Phone Number: |  |
| Contact Email: |  |

Do you want KTOP to send the due diligence letters required for debt submission to TOP?

Use the following information to determine delinquency dates for purposes of submission to the  
Kansas Treasury Offset Program (KTOP):

**The delinquency date for KTOP is the original entry date of the debt in KDRS.**

**OR**

**The delinquency date for KTOP is** **days**  **the original entry date of the debt in KDRS.**

This date will serve as the delinquency date for all KTOP entries.

Submit to KTOP all eligible debts not exceeding 10 years from the delinquency date.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Name: |  |  | Date |
| Title: |  |  |  |