

Kansas Treasury Offset Program

From: KTOP
Sent: Wednesday, January 28, 2015 11:31 AM
Subject: KTOP Website
Attachments: Delinquency Date Agreement.docx; Send Debt to TOP in KDRS.pdf; Input New Debts Step 1.jpg

The Kansas Treasury Offset Program's (KTOP) website is now live! Please feel free to stop by and take a look:

<http://www.admin.ks.gov/offices/ofm/ktop>

Reminder:

KTOP will begin sending eligible debts to the Treasury Offset Program (TOP) for collection against federal "non-tax" payments on **Monday, March 2nd**.

Eligibility Requirements:

- The current debt balance must \$25 or more.
- The delinquency date must be within the past 10 years, unless the debt is *legally* enforceable beyond the standard 10-year period.
- A due diligence letter must be sent to the debtor. (*Debts are eligible for submission to TOP 60-days after due diligence has been performed. KTOP can send these letters at the request of the creditor agency.*)

Submission Process:

Creditor agencies that wish to submit debts to TOP through KTOP should do the following:

1. Complete the attached **Delinquency Date Agreement** form and email it to ktop@da.ks.gov. Completed forms may also be faxed to "Attn KTOP" at (785) 296-2697. (*The creditor agency will receive a confirmation email once the debts have been loaded into KTOP.*)

OR

1. Using the attached instructions **Send Debt to TOP in KDRS**, modify each debt that should be submitted to TOP.
2. When inputting new debts into KDRS, be sure to select "Yes" for **Are you sending some debts to the Federal TOP Program?** and complete all the additional fields required for TOP submission.

INPUT NEW DEBTS STEP 1

When you see an entry field marked with an * the corresponding field is mandatory entry.

* What type of process do you want to use to input debts?	<input checked="" type="radio"/> Manual Entry
	<input type="radio"/> Paste Lines From the DA-56 Spreadsheet
	<input type="radio"/> Upload a File in Setoff Upload Format
* Are you sending some debts to the Federal TOP Program? <small>currently available only for state agencies</small>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Continue

If you have any questions or would like additional information, please send an email to ktop@da.ks.gov or call the KTOP customer support line at (785) 296-4500.

Kansas Treasury Offset Program
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