

**Submission Requirements:**

- The debt amount must be \$25 or more.
- A minimum of three (3) collection attempts must have been made.
- Federal due process requirements must have been met if the debt is being submitted to TOP.

**Please consider the following when capturing information and submitting a debt:**

The tax ID and name of the debtor should match the tax ID and name on their tax return:

Debtor:	123456789	Billy	Doe Jr
Tax Return:	123456789	William	Doe

**After debts are submitted, the entries should be reviewed immediately.**

Home Page > Creditor Agencies > Uncertified Debt Entries > Search Debts

**Setoff will send an email to the individual that submitted the debt when it is accepted.**

If the email does not contain all the debts that were submitted, the remaining entries can be reviewed following the same path indicated above.

**DESCRIPTION OF DATA ELEMENTS FOR DELINQUENT DEBTS FORM**

FIELD DESCRIPTION	CHARACTERS	FORMAT	EXAMPLE
<b>SSN or FEIN</b>	9	Numeric	123456789

This is the debtor's tax ID number. Enter only numbers.

**Do not enter hyphens, spaces, dots, etc. between the numbers.**

SSN Social Security Number (for individuals)  
 FEIN Federal Employer Identification Number (for businesses)

<b>ID</b>	1	Numeric	
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This identifies the type of **debtor**. Enter one of the following:

- 1 FEIN Federal employer Identification Number (for businesses)
- 2 SSN Social Security Number (for individuals)

<b>Creditor Agency Number</b>	7	Numeric	1234567
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Each creditor agency is established with an 11 digit number. When pasting debts from the DA-56, all 11 digits are not necessary. Enter only the first seven (7) digits of the Creditor Agency Number.

<b>First Name</b>	35	Text	William
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This is the debtor's first name. If the debtor is a business (ID = 1), leave this field blank.

**Do not use a spouse's or child's name. If the wrong name is used, the fee may increase due to research.**

**Do not use special characters, i.e. ` ~ ! @ # \$ % ^ & \* ( ) - \_ = + [ { ] \ | ; : ' " , < . > / ?**

<b>Middle</b>	1	Text	A
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This is the debtor's middle initial. This field is not mandatory.

**Please Note:** When entering a batch of debt records in which none of the records contain a middle initial, each column heading from the middle initial on will need to be corrected using the dropdown boxes provided. After debts are submitted, the entries should be reviewed immediately and any necessary modifications should be made.

<b>Last or Company Name</b>	35	Text	Doe Jr
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This is the debtor last name (for individuals) or company name (for businesses). If the debtor's name contains Jr, Sr, etc., enter it following the last name and without a period.

**Do not use special characters, i.e. ` ~ ! @ # \$ % ^ & \* ( ) - \_ = + [ { ] } \ | ; : ' " , < . > / ?**

<b>Acct #</b>	18	Text	ABC123
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This is the account number assigned to the debt by the creditor agency. It should be unique to the debt.

**Do not use the debtor's tax ID number. This field is not privatized.**

<b>Code</b>	2	Numeric	
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This identifies the type of debt being submitted. Enter one of the following:

- 23** District Courts **CHILD SUPPORT** debts only (Creditor Agency Number begins with 9)
- 29** State Agencies and District Courts non-child support debts
- 31** Municipal debts (Creditor Agency Number begins with 8)

<b>Description</b>	30	Text	
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This is the description of the debt. Be specific; the description should mean something to the debtor.

<b>Amount</b>	13	Numeric	11204.52
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This is the amount currently owed. The amount must be \$25 or more.

**A decimal point must be entered. Do not use dollar signs or commas.**

<b>KS DL</b>	9	Text	K00123456
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This is the debtor's Kansas Driver's License or ID Number, and should be included if known. This makes it much easier for Setoff to locate additional information for the debtor should it be necessary.