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**

<table>
<thead>
<tr>
<th>FIELD</th>
<th>CHARACTERS</th>
<th>FORMAT</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN or FEIN</td>
<td>9</td>
<td>Numeric</td>
<td>123456789</td>
</tr>
</tbody>
</table>

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)

| ID  | 1          | Numeric    |            |

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)

| Creditor Agency Number | 7          | Numeric    | 1234567   |

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.

| First Name         | 35         | Text       | William   |

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. ` ~ ! @ # $ % ^ & ( ) - _ = + [ ] } \ ; : ' " , . > / ?**

| Middle             | 1          | Text       | A         |

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.
### Instructions for Delinquent Debts Form DA-56

**Last or Company Name**
- **35** Text
- Doe Jr

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. `~!@#$%^&*()_+=[]\;',:"<>/?**

**Acct #**
- **18** Text
- ABC123

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.**

**Code**
- **2** Numeric

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)

**Description**
- **30** Text

This is the description of the debt. Be specific; the description should mean something to the debtor.

**Amount**
- **13** Numeric
- 11204.52

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.**

**KS DL**
- **9** Text
- K00123456

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.