

## Kansas Treasury Offset Program

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**From:** KTOP  
**Sent:** Wednesday, November 26, 2014 9:59 AM  
**Subject:** Changes Coming Soon to the State of Kansas Debt Recovery System  
**Attachments:** Sample Due Diligence Letter.doc; DA-56 Instructions for Delinquent Debts.xls; Data Entry File Format.pdf

**There are BIG changes coming SOON to the State of Kansas Debt Recovery System (KDRS).** Beginning March 1, 2015, the State of Kansas will be partnering with the Federal Treasury Offset Program (TOP) to match State of Kansas non-tax debts against Federal non-tax payments. A new system called the State of Kansas Treasury Offset Program (KTOP) is being constructed to record our interaction with TOP.

So that creditor agencies do not have to double enter their debts, KDRS is being programmed with the ability to pass through debts to the new KTOP system. In preparation for this change, on December 1, 2014, KDRS will begin accepting the additional fields required to submit debts to TOP. Since your agency is a current user of KDRS, we want to make you aware that beginning December 1<sup>st</sup> some KDRS screens may contain some additional information/fields.

KTOP will look very similar to KDRS and have very similar functionality. To avoid double entry into two systems, KTOP and KDRS will pass through some information from one system to the other system.

The new KTOP system will allow logging in just like the existing KDRS system does. KDRS users will be auto-populated into KTOP. The url for KTOP is <https://online.treasurer.state.ks.us/ktop>. User id and password on the first screen are ktop and anrktop. Use your existing KDRS password to sign on to KTOP. If you do not have any debts in KTOP, you will have very limited access. You will be able to add and remove users from your Creditor Agency Details page.

In order to submit your debts to TOP, a Due Diligence letter must be sent to the debtor advising them that you are going to submit their debts to TOP and their rights for appeal, payment plans, etc. Your agency can generate this Due Diligence letter, or KTOP can generate the letter. If your agency generates the Due Diligence letter, you will need to populate the Due Diligence Performed Date field. **A sample Due Diligence Letter is attached to this email.** If you want KTOP to generate the Due Diligence letter, enter "Y" in the Due Diligence Flag field. In addition, the following fields will be required for each of your debts:

- Debt Type Flag: "I" for individual or "B" for business. These normally correspond to the debtor type but do not have to.
- Due Diligence Date: The date on which you performed due diligence for the debt. We will send the debt to TOP 60-days after this date.
- Delinquency Date: The date on which the debt became official delinquent. TOP will not collect against a debt that has been delinquent for over 10 years unless there is a legal judgment allowing it.
- Collect Over 10 Years Judgment Flag: "Y" will allow TOP to collect on the debt past the normal 10 years.
- Debtor Address: Debts can't be submitted to TOP without the debtor address. This should be the most current address you have on file for the debtor.

The DA-56 debt submission spreadsheet template and electronic file debt submission formats and KDRS manual data entry screens will be modified December 1<sup>st</sup> to accommodate the new fields. **Please find the DA-56 Instructions for Delinquent Debts and Data Entry File Format attached to this email.** If you have questions, please send us an email at [KTOP@da.ks.gov](mailto:KTOP@da.ks.gov) or contact Donna Meader at 785.291.0574.

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