

Kansas Treasury Offset Program

From: KTOP
Sent: Friday, December 12, 2014 10:26 AM
Subject: How to Submit Debts to TOP
Attachments: Send Debt to TOP - in KDRS.pdf; Delinquency Date Agreement.docx
Importance: High

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 Kansas Treasury Offset Program (KTOP) has been constructed to record our interaction with TOP.

So that creditor agencies do not have to double enter their debts, KDRS has been programmed with the ability to pass debts through to the new KTOP system. **Instructions on how to transfer your debts to KTOP are attached to this email.**

If you would like for us to transfer your debts to KTOP for you, please complete the attached agreement and email it to ktop@da.ks.gov or fax it to (785) 296-2697.

Please be aware that while KTOP does not charge a fee to creditor agencies, TOP will charge a flat \$15 fee for every payment it intercepts and sends to the State of Kansas.

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 for you. **A sample due diligence letter is attached to this email.** KTOP begins submitting debts to TOP 60 days after the date due diligence was performed.

IN ORDER FOR DEBTS TO BE ELIGIBLE FOR SUBMISSION TO TOP ON MARCH 1ST, DUE DILIGENCE MUST BE COMPLETED ON OR BEFORE DECEMBER 30TH.

The new KTOP system allows logging in just like the existing KDRS system does. KDRS users have been auto-populated into KTOP. The URL for KTOP is <https://online.treasurer.state.ks.us/ktop>. The user name and password on the first screen are ktop and anrktop. Use your existing KDRS password to sign on to KTOP.

If you have questions, please send us an email at ktop@da.ks.gov or call us at (785) 296-4500.

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