

## Kansas Treasury Offset Program

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**From:** KTOP  
**Sent:** Friday, February 27, 2015 1:15 PM  
**Subject:** Reminder - KTOP Payor Agencies Notice of Offset  
**Attachments:** SAMPLE KTOP Payor Agency Notice of Offset.pdf

This is another notice to inform you that our records in the Kansas Treasury Offset Program (KTOP) indicate you are the accounts payable contact for your agency/division. KTOP will utilize this information to notify the payor agency when a SMART payment is intercepted for a federal debt. When State of Kansas payments are intercepted and sent to TOP to be applied to a federal debt, the agency that made the payment (known as the payor agency) will receive a notice via email. **If you are not the accounts payable contact for your agency/division, please notify us immediately of the correct individual's name, email address, and phone number by sending an email to [ktop@da.ks.gov](mailto:ktop@da.ks.gov).**

Beginning **MONDAY, March 2, 2015**, the State of Kansas will begin matching eligible SMART vendor payments to the Treasury Offset Program (TOP). TOP is a database that contains delinquent debts owed to the federal government, and is used for debt matching and payment offset.

**IMPORTANT: OFFSETS TAKE EFFECT IMMEDIATELY AND ARE GENERALLY NOT REVERSIBLE. If you believe there is a payment not eligible for federal offset, contact KTOP before proceeding with the payment request. If there is an issue with a payment that has already been offset, please contact KTOP immediately.**

SMART payment auto release rules that existed in the Kansas Debt Recovery System (KDRS) prior to December 1, 2014, have been loaded into KTOP. If your agency had an auto release rule added to KDRS since that time, please contact KTOP to notify us of the exception. Payroll, reimbursements processed through the Travel and Expense module, and single payment vouchers without Taxpayer Identification Number's will not be eligible for offset.

The **offset** notices that are sent by KTOP are very similar to the **setoff** notices that are sent by the KDRS. Attached is a sample of a *KTOP Payor Agency Notice of Offset*. At the top of the Notice of Offset, please observe the name "Kansas Treasury Offset Program," as well as the KTOP phone number and email address. In addition, the Notice header indicates "Offset". (If the notice was sent by KDRS, it would reflect "Setoff" in the header.) In the KTOP offset notice, the column headings (Debtor Name, SMART Vendor, etc.) are green as opposed to blue for KDRS notices.

The variances noted above are easy ways for agencies to distinguish whether a notice was sent by KTOP or KDRS. Any questions regarding a notice received should be directed to the appropriate office.

If you have any questions regarding this email, please don't hesitate to contact our office. Thanks and have a great day!

Kansas Treasury Offset Program  
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