INSTRUCTIONS FOR DELINQUENT DEBTS FORM DA-56

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
SSN or FEIN	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)

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 beings 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.

Instructions from here down are for debts to be submitted to the federal Treasury Offset Program (TOP) for offset against federal non-tax payments.

BE AWARE : *By choosing to submit debts to TOP, you are certifying that these debts are eligible for such submission according to federal statutes and regulations.*

To TOP?	1	Text

This indicates whether or not the debt should be submitted to TOP. Enter one of the following:

- **Y** Yes, submit the debt to TOP.
- **N** No, do not submit the debt to TOP.

If the debt is not being submitted to TOP, do not complete any of the remaining fields.

Debt Type	1	Text

This identifies the type of **debt**. This may differ from the debtor ID. For example, the debtor may be an individual although the debt is for his or her business. Enter one of the following:

- **B** Business
- **I** Individual

Multi-Debtor Connect	40	Text	ABC123

If there are multiple debtors for a single debt (such as husband and wife for a child's hospital service), enter a debt for each debtor on separate lines but enter a value in this field that is the same for each debtor's debt record. The

value must be unique from all other debts in the system. If the Acct # is unique to the debt, it can be used here as well.

If the debt does not have multiple debtors, leave this field blank.

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

Req DD?	1	Text

This indicates whether or not KTOP should send the due diligence letter to the debtor on behalf of the creditor agency. Enter one of the following:

- **Y** Yes, KTOP should send the due diligence letter.
- **N** No, KTOP should not send the due diligence letter. The creditor agency has already sent it.

The debt will not be submitted to TOP until 60 days after due diligence has been completed.

Delinquency Dt	10	Date	09/17/2014

This is the date on which the debt became delinquent. Most debts will only be offset by TOP for 10 years after this date and the date cannot be changed once the debt has been submitted to TOP.

The date should be entered as mm/dd/yyyy.

Over 10?	1	Text

This indicates whether or not the debt can *legally* be collected against beyond the standard 10 years according to federal statutes and regulations.

- **Y** Yes, this debt can *legally* be collected against beyond the standard 10 years.
- **N** No, this debt cannot legally be collected against beyond the standard 10 years.

Due Dil. Dt	10	Date	09/17/2014

This is the date the creditor agency performed due diligence for the debt according to federal statutes and regulations. The debt will not be submitted to TOP until 60 days after this date.

If the creditor agency is requesting KTOP to perform due diligence (Req DD = Y), leave this field blank.

Address

This is the last known mailing address for the debtor. All applicable fields must be completed or KTOP will not accept the debt.

L1	Address Line 1	30	Text	
L2	Address Line 2	30	Text	
C	City	25	Text	
S	State	2	Text	enter two-digit code, i.e. "KS"
Z	Zip Code	10	Text	enter as "99999" or "99999-9999"

Country	3	Text

This is the country code for the debtor's mailing address. For addresses within the United State, enter "USA". For foreign address, locate the country code in the "Country Codes" tab at the bottom of this workbook.