# Data Entry File Format
# For Uploading NEW Debts

| Field Name | Length | Start | End | Description |
|---|---|---|---|---|
| * SSN / EIN | 9 | 1 | 9 | Must be FEIN if debtor type is '1' or SSN if debtor type is '2' |
| * Debtor Type | 1 | 10 | 10 | Must be '1' for a business or '2' for an individual |
| First Name | 35 | 11 | 45 | Required for debtor type '2', blank fill for debtor type '1' |
| Middle Initial | 1 | 46 | 46 | Optional for debtor type '2' or blank fill |
| * Last Name | 35 | 47 | 81 | Last name for debtor type '2', company name for debtor type '1' |
| Account Number | 18 | 82 | 99 | Optional or blank fill |
| * Debt Type Code | 2 | 100 | 101 | • '10' - Sales Tax<br>• '11' - Tax<br>• '21' - Child Support<br>• '23' - Court Ordered Child Support<br>• '29' - Kansas Other<br>• '31' - Municipal<br>• '41' - Out of State |
| * Description | 30 | 102 | 131 | Description of debt, right fill with blanks |
| * Amount | 14 | 132 | 145 | Balance of debt, no commas, leave decimal in place, left pad with spaces |
| Kansas DL/ID Number | 15 | 146 | 160 | Left justified, right padded with spaces |
| Submit to Federal TOP Flag | 1 | 161 | 161 | The letter "Y" to submit to TOP |
| Debt Type | 1 | 162 | 162 | "B" if the debt is a business debt and "A" if the debt is an individual debt |
| Multi_Debtor Connector Field | 40 | 163 | 202 | Alpha-Numeric field used to designate that multiple submitted debts are actually the same debt. If the debt is owed jointly by multiple entities submit the identical debt multiple times, once for each distinct debtor and enter the same value for each of the debts in this field. |
| Request Due Diligence Processing Flag | 1 | 203 | 203 | "Y" if you want the setoff staff to perform the due diligence for the debt (leave due diligence performed date blank) |
| Delinquency Date | 10 | 204 | 213 | Date debt went delinquent formatted like "ccyy-mm-dd" |
| Over 10 Year Eligibility Flag | 1 | 214 | 214 | "Y" if this debt is legally eligible, under Federal TOP gundelines, for collection beyond 10 years. |
| Due Diligence Performed Date | 10 | 215 | 224 | The date due diligence was performed formatted like 'ccyy-mm-dd' |
| Debtor Address Line 1 | 30 | 225 | 254 | Mailing address for debtor line 1 |
| Debtor Address Line 2 | 30 | 255 | 284 | Mailing address for debtor line 2 |
| Debtor City | 25 | 285 | 309 | Mailing city for debtor |
| Debtor State | 2 | 310 | 311 | Mailing state for debtor |
| Debtor Address Zip | 10 | 312 | 321 | Mailing zip for debtor 99999 or 99999-9999 |
| Debtor Country Code | 3 | 322 | 324 | Mailing country code for debtor |