

Data Entry File Format For Uploading NEW Debts

<i>Field Name</i>	<i>Length</i>	<i>Start</i>	<i>End</i>	<i>Description</i>
* 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	<ul style="list-style-type: none"> ● '10' - Sales Tax ● '11' - Tax ● '21' - Child Support ● '23' - Court Ordered Child Support ● '29' - Kansas Other ● '31' - Municipal ● '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 guidelines, 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