

Certify a Set-off Match

Process

[SET-OFF PROCESSING](#)

Effective Date

08/16/2005

Purpose

The Certify a Set-off Match task provides specific instructions on how to certify a set-off match by entering a certification date. Once funds have been offered to your agency, you must notify the debtor in writing that funds have been matched to an outstanding debt. This notification letter must be sent within 10 calendar days of the match or the match will automatically default, and the money offered for that match is no longer available. Your agency must certify it's matches on-line or submit by batch via EESMC (External Entity Secure Messaging Center). The following Special Notes and Procedure will assist you in the certifying a set-off match on-line.

Special Notes

- TAX notifies Set-off Agencies, via e-mail, when a file is being sent and upon receipt of the e-mail you should download the file from the EESMC. However, you should check the EESMC daily for various files in the event the person receiving the e-mail is not available and the e-mail is not opened on the day sent by TAX.
- The certification process is required by law and is documented in Chapter 58.1-525 if the *Code of Virginia*.
- A **Claim** is a liability owed to a Set-off Agency by a debtor who exists in IRMS.
- **Certification** is the process by which the Set-off Agency notifies TAX that they have informed the debtor of an external offset.
- **Certification Date** is the date that a Set-off Agency issues notification to a debtor that an external offset match occurred.
- **Match ID** is a unique ID generated when the claim is matched with available funds.
- Matches are certified on-line or certified by batch. This task does not address how a match is certified by the batch process.

Procedure

Responsibility

Set-off Agency Representative

Steps

1. Access IRMS and locate the Match ID for the claim.
 - A. Enter the Match ID in the Match ID field.
 - B. Click FIND to display the specific match.

2. Verify that the Match ID is correct.
3. Certify the set-off match.
 - A. Enter the "Certification Date" in the MM/DD/YYYY format.
NOTE: The certification date may be the same date as the match date but cannot be greater than 11 days after the match date.
 - B. Save the entry by clicking SAVE.
4. Repeat Steps 1-3 above to locate and certify any additional matches.
5. Follow your agency's Policies and Procedures for documenting for future reference.

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