Finalize a Set-off Match

Process

[SET-OFF PROCESSING](#)

Effective Date

08/16/2005

Purpose

The Finalize a Set-off Match task provides specific instructions on how to finalize a Set-off match. Once a match (available funds) has been offered to your agency, you must notify the debtor in writing that the funds have been matched to an outstanding debt. All matches must be certified before they can be finalized, and the match must be finalized within 60 days after the match date. Some matches are contested and they will be finalized once the status of the debt is determined. A match can be finalized for part, all, or none of the monies offered. Once the match has been finalized, the funds are held until the monthly payment distribution is made to the Set-off Agency. All finalized matches for the month are sent to the agencies by the Department of Accounts using either an IAT, an EDI, or a check/voucher. Your agency can finalize its matches on-line or submit them to TAX by batch via EESMC. The following Special Notes and Procedure will assist you in the manual process of finalizing a set-off match.

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 check 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 from TAX.
- This task is performed by the Set-off Agency Representative.
- **Match ID** is a unique ID generated when the claim is matched with available funds.
- The match status must be "Active", "Certified", or " Contested" to finalize the match.
Please refer to TASK: [Contest a Set-off Match](#)
- If the match status is "Defaulted" or "Withdrawn", the match cannot be finalized.
- Matches are finalized on-line or by batch. This task does not address how to finalize matches using the batch process.

Procedure

Responsibility
Set-off Agency Representative

Steps
1. Review the match request information.
2. Access the Finalize External Offset window in IRMS.
   A. Select "Set-offs" from the Tax Information menu of the IRMS's Main window.

      B.   Select "Finalize External Offset" from the Set-off menu.
            NOTE: The Finalize External Offset window opens.
3.   Enter the Match ID or if necessary, locate the Match ID for the claim and then enter the ID.
4.   Click FIND to display the specific match.
5.   Verify that it is the correct match.
6.   Finalize the set-off match.
      A.   Select FINALIZE from the "Finalized Action" field.
      B.   Enter the "Finalized Amount".
            NOTE: The match can be finalized for all of the amount offered, part of the amount offered, or for none of the amount offered.
      C.   Save the entry by clicking SAVE.
7.   Repeat Steps 1-6 above to locate and finalize any additional matches.
8.   Follow your agency's Policies and Procedures for documenting for future reference.

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