WORK SET-OFF FILES

Effective Date

08/16/2005

Overview

In the administration of the Set-off Program, TAX provides several files to Set-off Agencies for processing claims and claim matches. These files are accessed via TAX's EESMC, with the exception of the Decentralized Agency's (State Agencies that are also Set-off Agencies) vendor file. TAX will notify Set-off Agencies, via e-mail, when a file is being sent and upon receipt of the e-mail you should access the EESMC for the file. 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.

The information in the file can be imported into an Excel spreadsheet, in report format, if batch processing is not available at your agency. TAX provides you with the necessary templates to use for each file. The templates are currently stored on TAX's LMS system.

All Set-off Agency Files

The files each agency will receive from TAX are defined below:

- **New Claims File Errors** - The New Claims Update Claims File sent from the Set-off Agency to TAX must pass all system edits. If there is a problem with the file and the claims cannot be processed your agency will be notified via the New Claims File Errors file. The New Claims File Errors file will inform you of new or updated claims submitted with errors that prevent them from being processed and as a result the Claim Number cannot be assigned and the claim will not enter the Set-off Program for processing. Each Agency is responsible for correcting the error(s) and returning the correct claim information to TAX.
- **Claim Number Assignment File** - When new claims are submitted to TAX via the New Claims Update Claims file, TAX processes the file establishing the claims. Upon establishing the claims the Claim Number Assignment File, with the Claim Number for each new claim, is sent to the Set-off Agency. The file also identifies all valid and invalid claims.
- **Match File** - When funds are available and matched to your debts, TAX sends your agency the Match File informing you of the funds available for specific matches. You use this file to notify debtors and to certify, contest and finalize the match in order to receive the available funds.
- **Match Update Errors File** - If your agency submits Match Updates to TAX via batch, any errors are identified when TAX runs your batch file. TAX provides your agency with the Match Update Error File identifying the errors from the Match Update File you provided TAX. The Match Update Error File is used to correct any errors that may exist on your agency's matches.
- **Pre-Default Update/Contest Date File** - If a set-off match (available funds) is not certified within 10 calendar days or finalized within 60 calendar days from the Match Date, the set-off match will default. TAX provides each Set-off Agency with a file containing all matches that are in jeopardy of defaulting. Matches that must have the contested status updated are also identified on the Pre-Default Update/Contest Date File.
- **Payment Information File** - TAX provides your agency with the Payment Information File which informs you of all payment transactions for the matches that were finalized in the previous month. The amount on

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this file should equal the payment you receive for the month. The payment is the final amount less any applicable administration fee. Use the information on this file to apply the set-off money to the proper accounts.

- **Defaulted Match File** - Matches default if not certified or finalized in the established time frame. When this happens funds are no longer available, the match defaults and your agency is sent the Default Match File. There is nothing you can do about the default at this point, the matches no longer exist.

Decentralized Agencies File (State Agencies that are also Set-off Agencies)
The file only Decentralized Agencies will receive from TAX is:

- **Decentralized Agency Vendor File** - This file is downloaded from TAX's server at VITA by Decentralized Agencies. The Decentralized Agency Vendor File information is used to determine whether to make a payment directly to the vendor or to initiate a payment by sending a voucher to the Department of Accounts (DOA).

Tasks

Use the Excel Set-off Files Templates
Work Set-off Agency Files
Work the Decentralized Agency Vendor File from TAX

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