



# NORTH CAROLINA LOCAL GOVERNMENT DEBT SETOFF CLEARINGHOUSE



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## 2012 Annual Participation Form

- **ALLOWS FOR DEBT SUBMISSION FROM SEPTEMBER 2011 - DECEMBER 2012**
- **ONLY ONE FORM NEEDED FOR A LOCAL GOVERNMENT ENTITY - COVERS ALL DEPARTMENTS**
- **REMEMBER TO CLICK "PRINT THIS PAGE" BEFORE CLICKING THE "SUBMIT FORM" OPTION AT THE END**
- **CLICK HERE TO ENTER UP TO 10 NAMES AND EMAIL ADDRESSES (NEW)**
- **THE COORDINATOR AND CONTACT CAN BE THE SAME PERSON**

1) Date

2) Local Government Name

- 3) Type
- City/Town
  - County
  - Water & Sewer (162A Art. 1)
  - Joint Regional Agency (160A Art. 20)
  - Public Health Authority (130A - Art. 2, Part 1B)
  - Metropolitan Sewerage District (162A Art. 5)
  - Sanitary District (130A Art. 2, Part 2)
  - Housing Authority (157)

4) Coordinator Name

5) Coordinator Phone Number

6) Coordinator Email address

7) Contact Name

8) Contact Phone Number

9) Contact Email Address

10) Name and/or Department for Debtors to be referred to when calling the Interactive Voice Response (IVR)

11) Telephone Number for Debtors to be referred to when calling the Interactive Voice Response (IVR)

- 12) Would you like different contacts and phone numbers for different departments/types of debt?
- No - just 1 needed
  - Yes- please contact me to discuss

- 13) Method for Transmitting Debts
- Client Software (free)
  - Secure Web Access - send ASCII or Excel (free)
  - Hardcopy forms (free for < 50 debts)

- 14) Type of Debt(s)
- Taxes - Property
  - Taxes - Vehicle
  - Utilities
  - EMS
  - Health
  - Animal violations
  - Assessments
  - Employees
  - Fines (library/other)
  - Inspections
  - Loans

- Maintenance (lawn,trees)
- Ordinance violations
- Parking tickets
- Privilege license
- Returned checks
- Sewer tap
- Solid Waste
- Storage rental
- Traffic citations

15) Other types of debts not listed above

16) Name of Person completing this form

17) Title of Person completing this form

18) Email Address of person completing this form

19) Local Government Authorized Official Signature(fill-in once printed)

20) Local Government Agency Manager/Administrator signature (fill-in once printed)

21) Date of Local Government Agency Manager/Administrator signature

The above authorized official attests that our local government agency will follow the written notice and hearing requirements pursuant to GS 105A and the Memorandum of Understanding, prior to submitting any debts to the N.C. Local Government Debt Setoff Clearinghouse.

**Instructions for Completion and Submission:**

- a) Complete items 1 - 21 above
- b) Click "Print this Form"**
- c) Click "Submit Form"
- d) Authorized Official and Local Government Manager/Administrator must sign #19 & 20
- e) A signed original **MUST** be mailed (not faxed) to **ONE** of the following below:

[Print This Page](#)

[Submit Form](#)

<p>Cities and Towns Municipal Housing Authorities</p> <p>North Carolina League of Municipalities Attn: Wanda Veasey P. O. Box 3069 Raleigh, N.C. 27602-3069</p>	<p>Counties Water and Sewer Authorities, Sanitary Districts, Metropolitan Sewerage Districts, Public Health Authorities, Joint Regional Agencies, Joint Regional Housing Authorities</p> <p>North Carolina Association of Counties Attn: Lisa Nolen 215 N. Dawson Street Raleigh, N.C. 27603</p>
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