

**North Carolina Local Government Debt Setoff Clearinghouse
Hardcopy Data Entry Submission Form - Instruction Guide for NON-Tax Debts**

1. Local Government Name
 - a. County, County Agency, Municipality or Housing Authority
 - b. Must have completed the current Year Participation Form
2. Agency Code:
 - a. Assigned code by the N.C. Local Government Debt Setoff Clearinghouse
3. Notification Letters Needed: YES or NO
 - a. If YES – call (866) 265-1668 and provide the following information:
 - i. Contact person and Phone Number for Questions
 - ii. Address to send official request for a Hearing
 - iii. Name and title of the Official listed on the form
 - iv. Letterhead information (top and left margins)
4. Social Security Number (SSN) or Individual Tax Identification Number (ITIN)
 - a. Can be left blank for letters but will not be submitted to the Department of Revenue or Education Lottery
 - i. Clearinghouse has no method for obtaining SSNs, local government must obtain
 - b. Cannot be a Business Number, only a nine digit SSN or ITIN
5. Last Name
 - a. Cannot be blank
 - b. Can contain suffix: Sr, Jr, III, IV, etc.
 - c. Cannot contain: Estate of OR C/O
6. First Name
 - a. Cannot be blank, must at least have first initial
 - b. Should not contain both husband and wife's names, use the one associated with the SSN
7. Middle Initial
 - a. Optional, but provide if available
8. Street Address, City, State and Zip
 - a. Cannot be blank, use last known address, even if know it will be returned
 - b. Can be to an out of state address, however can only collect if receives a N.C. state tax refund or Education Lottery win of \$600 or more
9. Debt Amount
 - a. Must be more than \$50 in order to be submitted to the Department of Revenue or Education Lottery
 - b. Can still send a letter if less than \$50, although letter states debt must be \$50 or more
 - c. Debts over \$50 should stand alone
 - d. Debts below \$50 can be combined with another non-Tax debt over \$50 or multiple non-Tax debts below \$50 can be combined to reach the \$50 minimum
10. Account Number
 - a. Optional if Clearinghouse is not generating letters
 - b. If no account number, the type of debt should be used: i.e.: UTL, PARKING, etc. and will be printed on the letters generated by the Clearinghouse

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11. Compliance Date

- a. Must be at least 30 days after the required notification letter is mailed
- b. Can be a date in the future, we hold like a post-dated check until the date passes before it is sent to the N.C. Department of Revenue

12. Expiration Date

- a. Date the local government requests that the debt no longer be submitted for collection
- b. May not be subject to an expiration date, please review statute laws available on website in past newsletters