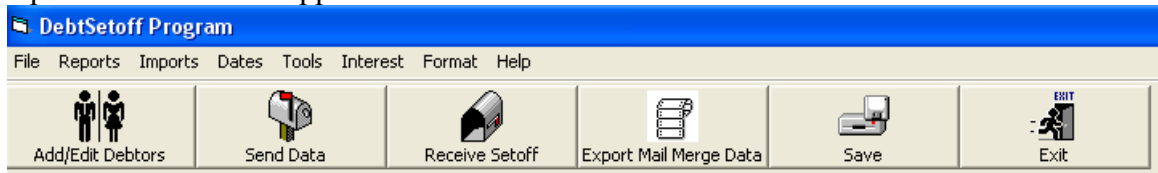


North Carolina Local Government Debt Setoff Clearinghouse Client Software Users – Download and Apply Setoffs from the Department of Revenue

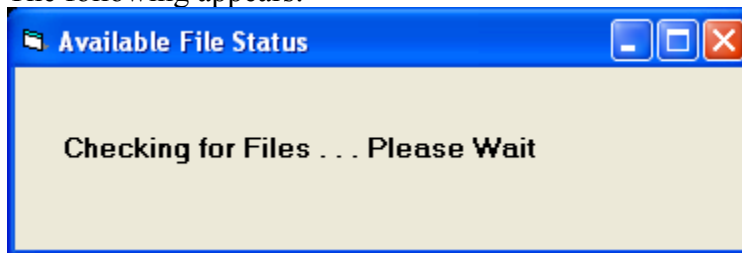
1. Open the **DebtSetoff** application:



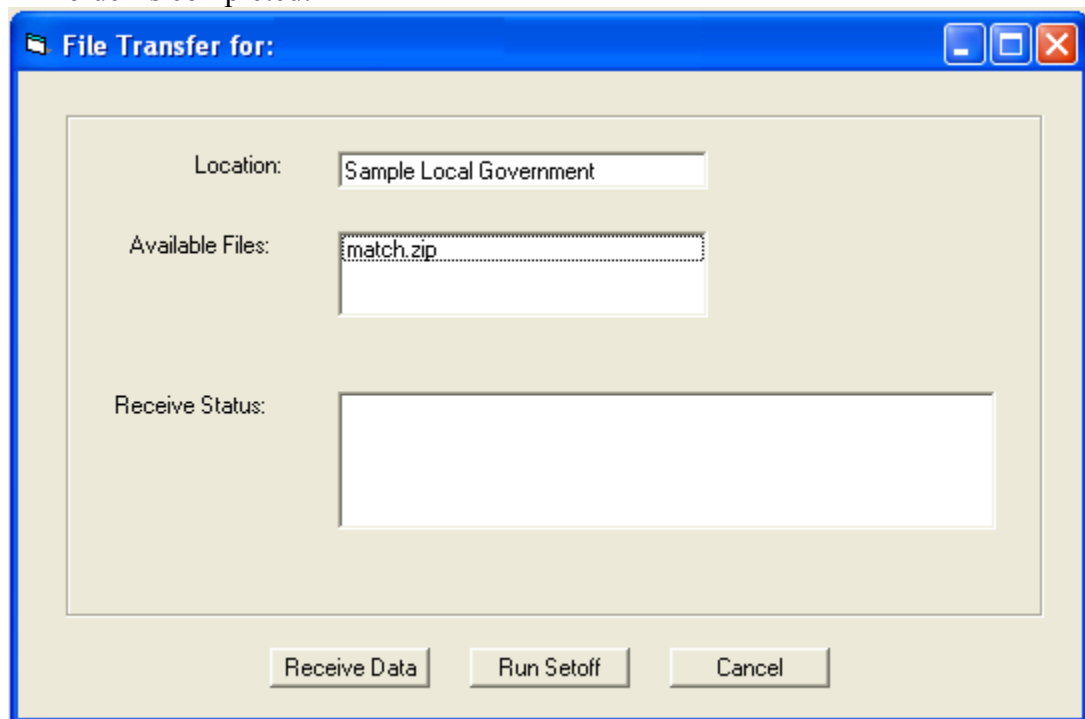
2. Select



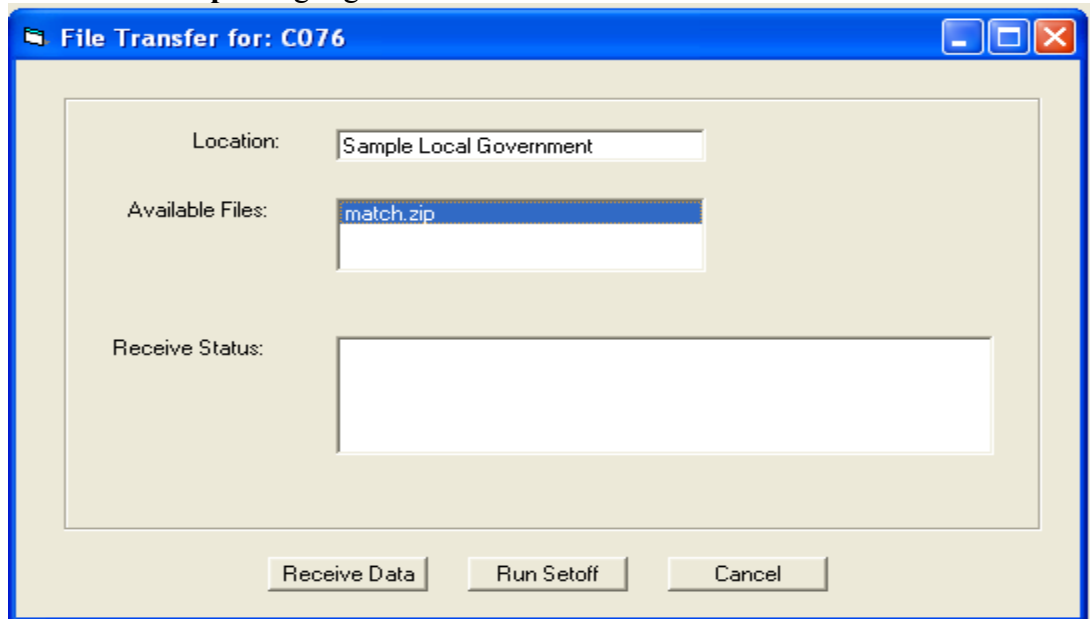
- a. The following appears:



- b. A **connection** to the your N.C. Local Government Debt Setoff Clearinghouse secure folder is completed:

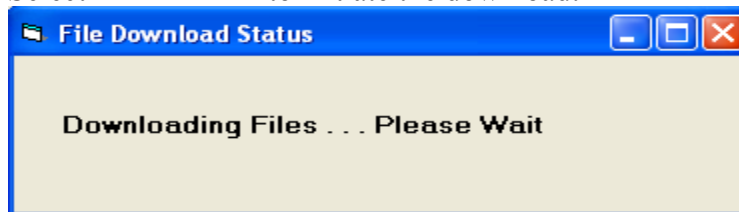


North Carolina Local Government Debt Setoff Clearinghouse
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c. Select **match.zip** to highlight it:



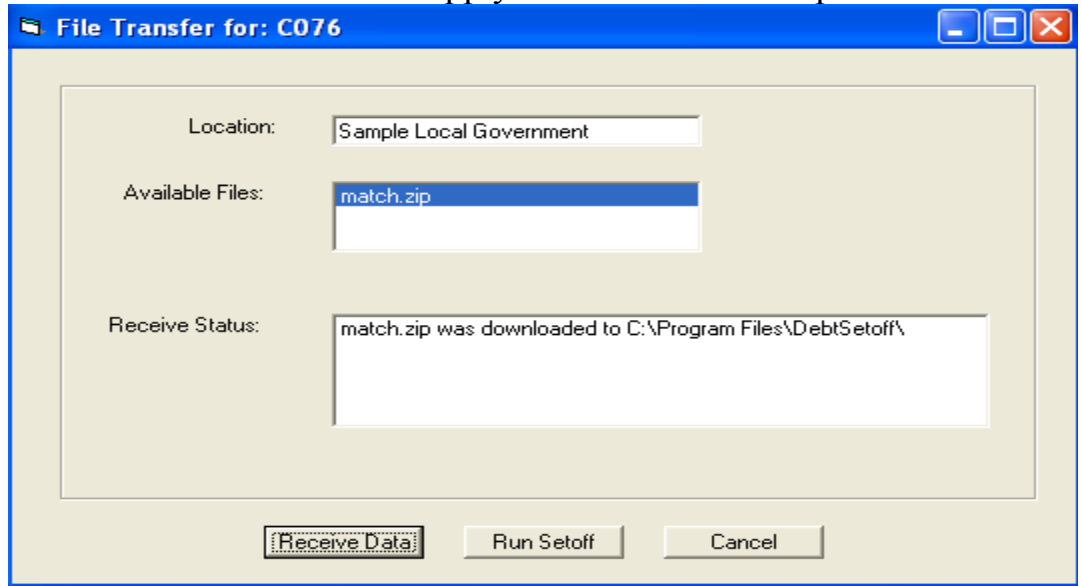
Note: match.zip is encrypted for security reasons since it will be transmitted across the Internet. Once downloaded to your computer it will be unencrypted and useable by our Client software

d. Select **Receive Data** to initiate the download:

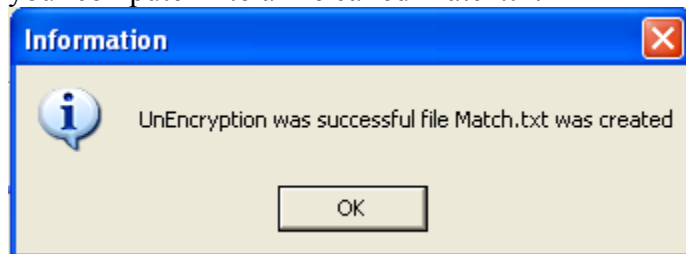


e. Once the file is downloaded to your computer or network it appears in the Receive Status:

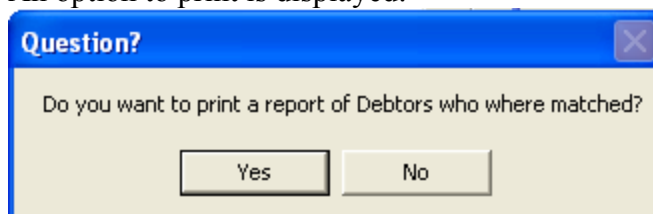
North Carolina Local Government Debt Setoff Clearinghouse
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- f. Select to initiate the process, the match.zip file will be unencrypted on your computer into a file called Match.txt



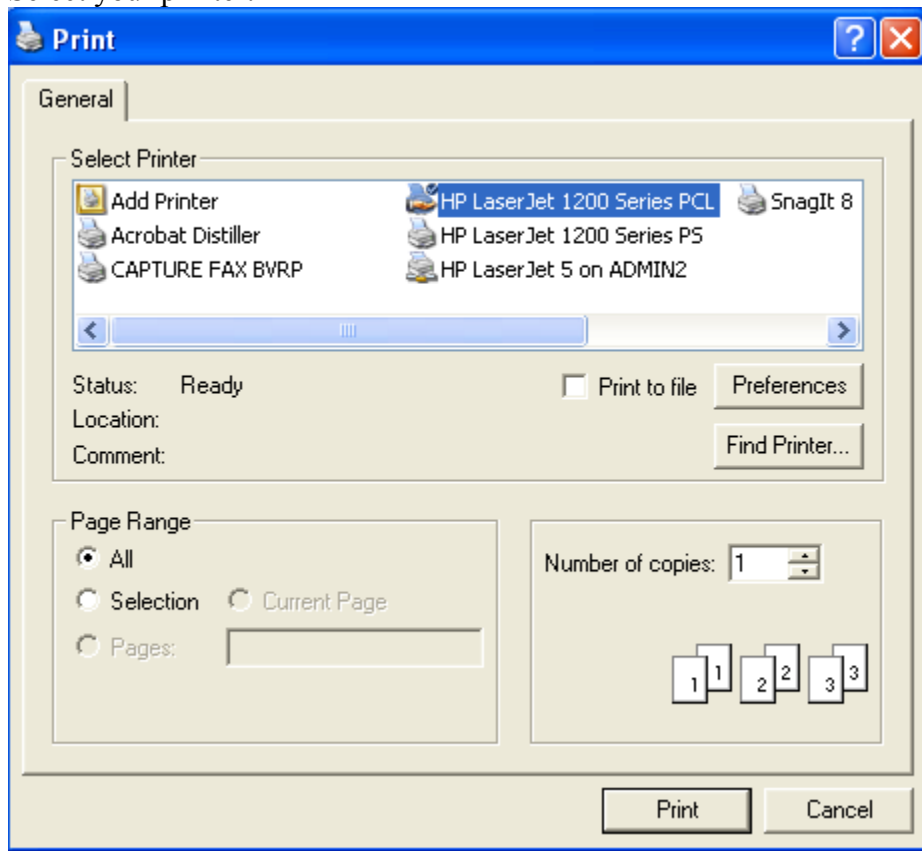
- g. Select
- h. An option to print is displayed:



- i. Select to generate a report

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j. Select your printer:



k. Select  and the report will be generated, a sample:

Setoff Report			
Date of Setoff 12/19/2006			
SSN	Name	Account Number	Setoff Amount
231.20.00	Debtor(s) TONY	0506624507	119.65
		Total	119.65 *
Total Number of Debts: 1		Grand Total:	\$119.65 **

North Carolina Local Government Debt Setoff Clearinghouse
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Guidelines regarding the Setoff Report

- All debtors listed in the report were setoff
- The Setoff Amount is what is being returned to your local government
- A debtor may be listed multiple times if they have multiple debts that were setoff
- If there was not enough in the debtors refund to pay all debts then one setoff amount may be still have an amount due. However, if the remaining amount is now below \$50 then the debt will no longer be submitted to the Department of Revenue for setoff
- The Setoff Amount does not include the fees: Clearinghouse (\$15) or Department of Revenue (\$5)
- If the debtor filed multiple returns during this setoff file period, set by the Department of Revenue, the debtor will be setoff for **each** tax return they file
- The Department of Revenue fee is \$5 for each tax return filed, not each debt
- The Clearinghouse fee is \$15 for each debt setoff that returned at least \$50 but only for one tax return in a calendar year
- The Grand Total is what was deposited into your Capital Management account
- If there were any errors or exceptions, a separate page will print
- Those on the error report that have a surplus amount need investigation as to refund(s) being issued
- We recommend you do not return the fees for refunds unless your local government was in error

If you have any questions or problems please contact the N.C. Local Government Debt Setoff Clearinghouse at (866) 265-166 or ncsetoff@ncsetoff.org