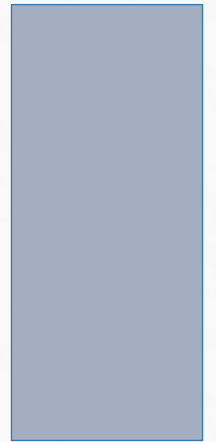


EDUCATION ON DEBT COLLECTION PROGRAMS

DEPARTMENT OF REVENUE
COLLECTION BUREAU
OTHER AGENCY DEBTS UNIT



Tammie Chenoweth, *Collections Bureau Chief*

Kim Davis, *Unit Manager*

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OBJECTIVES

- Project background and upcoming deadlines
- How and when to use each program
 - Revenue's debt collection services
 - Use of the SABHRS Offset System

BENEFITS TO THESE ENHANCEMENTS

- Project Background
 - SABHRS Offset System enhancements
 - Ensure the offset process aligns with state statute and policy
- Statewide benefits
 - Consolidating collection efforts
 - Reducing legal liability
- Agency specific benefits
 - Ability to access and control agencies own debts
 - Immediate access to offset history, query availability

REVENUE'S COLLECTION SERVICES

BAD DEBT PROGRAM



BAD DEBT PROGRAM

- What debts qualify?
 - Agency deems debt uncollectible
 - Exhausted your agencies internal collection process
 - Debtor notification
 - Dispute resolution
- Debt Collection Services Memorandum of Understanding (MOU) is in place with Revenue
 - Any previous MOU's are no longer valid as of November 1st, 2013
 - Procedures for this program can be found in the Montana Operations Manual (MOM)
 - New administrative rules for this program will be posted on our web page. A hearing date is expected to be in September.

BAD DEBT PROCESS

- Submit a Bad Debts Transfer and Certification Form to Revenue
- Revenue will review the debt
 - Agency will receive either a denial or acceptance letter of the debt
- Accepted debt
 - Revenue begins collection activities to include statements of accounts, contacting debtor and establishing payment plans
- Monies collected will be returned to your agency

BAD DEBT PROGRAM

- Revenue's criteria for accepting debt:
 - Your agency has deemed the debt uncollectible
 - \$500 threshold
 - Debt is less than 5 years old
 - Debtor is not incarcerated
 - Debtor is not deceased

AGENCY DEBT COLLECTION

SABHRS OFFSET SYSTEM

SABHRS OFFSET SYSTEM

- What debts qualify?
 - Any collection debt determined by your agency
 - Accounts receivable
 - Court orders such as levies, writs, etc. served upon your agency
- SABHRS Offset System MOU is in place with Revenue
 - This MOU ensures a consistent application of the offset process
 - Procedures for this program can be found in the Montana Operations Manual (MOM)

SABHRS OFFSET SYSTEM PROCESS

- Agencies enter debts into SABHRS Offset System
 - Interface file
 - Official communication sent by SABHRS Financials on July 3rd, 2013.
 - Available on SABHRS Financials website:
[https://mine.mt.gov/content/documentation/sabhers/financials/IN Debt Offset Load](https://mine.mt.gov/content/documentation/sabhers/financials/IN%20Debt%20Offset%20Load)
 - Available on Revenue's web page:
<http://revenue.mt.gov/otheragencydebts.mcp>
 - Spreadsheet upload
 - The template will be issued by Revenue based on specific debt requirements, which will replace any current versions in use
 - Manual entry in debt/debtor maintenance
- Revenue facilitates the actual offset process of agency debts
- Monies collected will be disbursed to your agency

SABHRS OFFSET SYSTEM SPREADSHEET UPLOAD

1. Upload the file by clicking Upload Interface File to this page.

2. Browse for the file and click Upload when finished.

Interface File Upload

Run Control ID: OFFSET

Step 1: Upload File

Upload Interface File to this page

View File

Delete Interface File from this page

Step 2: Review Interface File Information

Interface Id:

Business Unit:

System Id:

Create Date/Time:

Step 3: Load File to database

If this is the correct File then click the button below.

Stage file for SABHRS processing

File Attachment

S:\Finance\22 Projects\06 Offset\SABHRS_OF_Load_20

Browse...

Upload Cancel

SABHRS OFFSET SYSTEM SPREADSHEET

- Revenue will issue this template once an MOU and specific debt requirements have been established.

	A	B	C	D	E	F	G	H	I	J
1	File Layout for sending Debts/Debtors to SABHRS Financials									
2										
3	FILE CONTROL RECORD			Enter date, time as MM/DD/YYYY HHMMSS						
4	Record Type	Interface Id	Agency Id	System Id	Create Date	Create Time				
5	FCR	DO			20130816	113834				
6										
7										
8	DEBT RECORD			Enter date as MM/DD/YYYY						
9	Record Type	Record Seq	Debt Code	Account	Account Seq	Ending Date	Debt Amount	Tin Type	Tin	Name
10	D	1								
11	Insert rows		Delete the Selected Row							
12										
13										
14	FILE TRAILER RECORD			Enter date, time as MM/DD/YYYY HHMMSS						
15	Record Type	Interface Id	Agency Id	System Id	Create Date	Create Time	Record Count	Dollar Amount		
16	FTR	DO	0		0	20130816	113834	3	0.00	
17										
18										
19	Export to File									
20										

SABHRS OFFSET SYSTEM MANUAL ENTRY

Debts

Debt Owner ID: 0000000004 DEPARTMENT OF REVENUE Acct Num: 20121230
Debt Code: 101 INCOME TAX Acct Seq: DEFAULT

Debt Information

Find | View All | First | 1 of 1 | Last

*Load Date: 08/14/2013

*Current Period Debt: 2,947.29

Effective Date: 08/14/2013

End Date:

Source: ONL

Sequence: 0

Status: Active

User ID: CXXX

DateTime: 08/14/13 12:02PM

Debtor TIN

Find | View 1 | First | 1-2 of 2 | Last

*Tax ID: XXXXX9999 *TIN Type: SSN

*Name 1: JOHN DOE

Comment: 2012 4th quarter tax debt

*Tax ID: XXXXX1111 *TIN Type: Fed ID

*Name 1: JOHN'S TREE SERVICE

Comment: 2012 4th quarter tax debt

Save Notify

Add Update/Display Include History

KEY DATES TO BE AWARE OF

- SABHRS Test environment is open to accept interface files September 1st, 2013.
- Gather agencies specific debt code requirements in system by October 1st, 2013
- Finalize necessary MOU's by October 15th, 2013
- Projected date to go live with the enhanced SABHRS Offset System is November 4th, 2013

CONTACTS

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Web page: <http://revenue.mt.gov/otheragencydebts.mcp>